



Office of Financial Management

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Reference Guide for Travel and Expense Management System (TEMS)

March, 2020

TEMS Reference Guide

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TEMS Vision

The “Travel and Expense Management System” (TEMS) supports and manages requests for reimbursements to state employees and other individuals for personal expenses incurred while conducting state business. TEMS supports the complete business process from preauthorization to reimbursement. Individuals, including those with disabilities, have access to the system; and administrators have the tools to support agency operations. TEMS contains a repository of data on the daily travel and expense activities for each customer, allowing management, activity, and budgetary reporting. TEMS reduces redundancy and errors, streamlines processes, and saves time.

New Features over Travel Voucher System (TVS)

- Accessible to those with disabilities
- Easier to deploy
- Uses the “Trip Concept”
- Improved filtering

Contact information

For TEMS assistance, please contact the **OFM Help Desk**:

Phone: **360.407.9100**

E-mail: HereToHelp@OFM.wa.gov

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Technical Requirements

Recommended minimum hardware and software technical requirements for using the TEMS application:

IBM-compatible workstation

Pentium 4 processor or higher

At least 512MB of RAM

Microsoft Windows XP SP 1 or 2 or Vista

Microsoft Internet Explorer 7.0, 8.0*

Microsoft Office 2000, 2003, XP or higher

Adobe Acrobat 7.0 or higher

TEMS can also be accessed through the internet via a secured “Fortress” server at the Washington Technology Solutions.

TEMS will continue support for current products version (i.e., Windows, Internet Explorer, Adobe Acrobat, etc.). Versions that have been declared no longer supported by the vendor will not receive additional support in the TEMS product. This is due in part to our need to have support from the various vendors as we develop and support the applications. It is recommended that agency users stay current with these products through service packs, updates, and upgrades.

NOTE:

- Compatibility View need to be on if use Internet Explorer version higher than 8.0.
- TEMS works only with Internet Explorer. The “Firefox”, “Google Chrome” and “Microsoft Edge” browsers are not compatible with TEMS.

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Login Procedures

The address to access the TEMS web site is:

<https://tems.ofm.wa.gov>

The TEMS login screen will appear.

Travel and Expense Management System
Office of Financial Management

Login

[Home](#)
[Help](#)

User ID
 [Forgot User ID](#)

Agency Number (4 characters)

Password (input is case sensitive)
 [Forgot Password](#)

Login

Office of Financial Management
State of Washington

[Privacy Notice](#)

The User ID, Agency Number, and Password fields must be completed to access the system.

User ID
 [Forgot User ID](#)

Agency Number (4 characters)

Password (input is case sensitive)
 [Forgot Password](#)

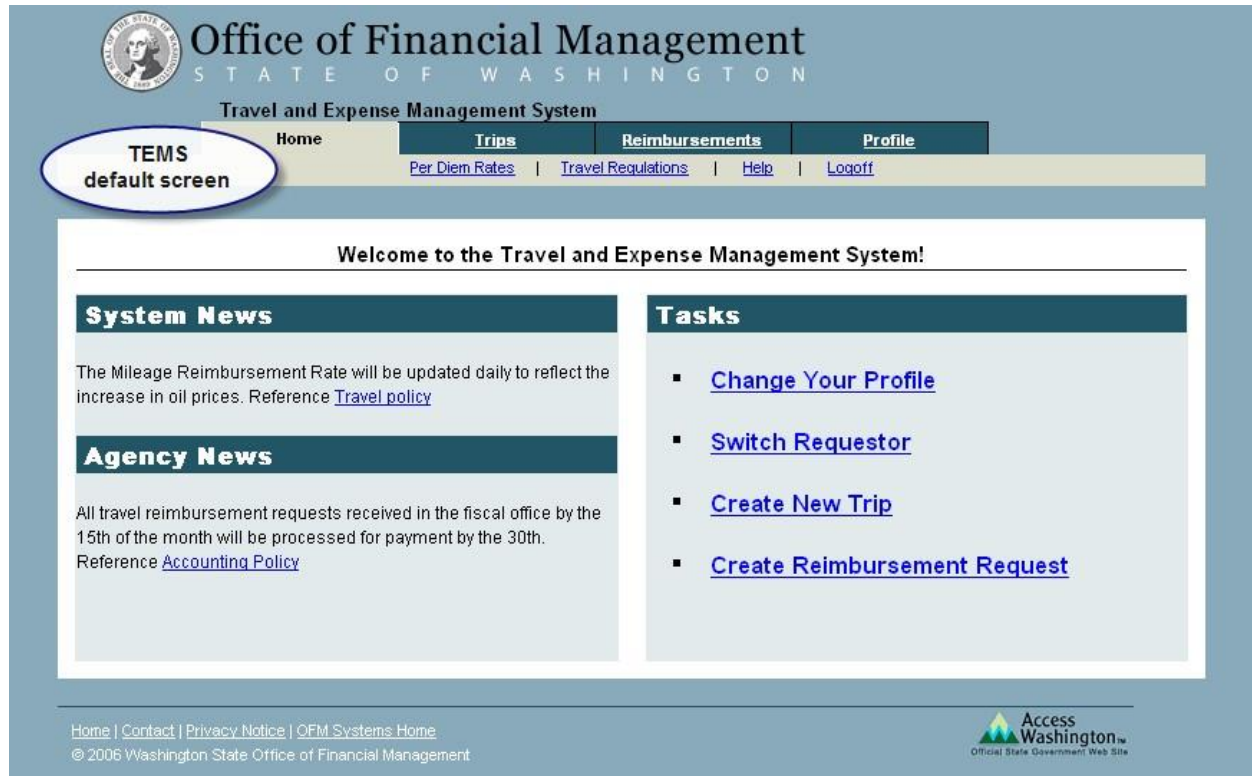
Login

Click the “Login” button once these fields are completed.

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Home Tab

The Home tab is the default screen for the system and is divided into three sections: System News, Agency News, and Tasks. The System News section is used by the System Administrator(s) at the Office of Financial Management to provide system specific information to users. The Agency News section is used to display agency unique information. The Tasks section contains “quick links” to various frequently performed functions. These functions may also be performed by clicking on the appropriate tab at the top of the screen.



General Navigation Information

When navigating the Travel and Expense Management System (TEMS) you will generally be using the Tab key or the mouse to begin the process of entering data into TEMS.

NOTE: Do not use the enter key when inputting data as this may open up screens before you are ready for them. The Enter key can be used to select a button when used in conjunction with the Tab key to move from box to box.

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Trips Tab

The trips tab displays a list of “in-process” trips that are awaiting further action.

The screenshot shows the 'Office of Financial Management' website with the 'Trips' tab selected. The page title is 'Trips for Adam A Traveler'. Below the title is a 'Trip List Filter' section with checkboxes for 'Saved', 'Processed for payment', 'Inactivated', 'Attached to Reimbursement Request', and 'Attached to Inactivated Reimbursement Request'. An 'Apply Filter' button is present. Below the filter is a table of trips with columns: Trip Id, RR Id, Start, End, Purpose, Mileage, Per Diem, Misc, Total, Status, and Edit. The table contains 8 rows of trip data. Callouts point to various elements: 'Trip Filters' points to the filter section; 'You can sort by column headings' points to the table headers; 'Use Pencil Icon to edit trips' points to the pencil icon in the Edit column; 'Use button to Add New Trip' points to the 'Create A New Trip' button at the bottom left.

Trip Id	RR Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Status	Edit
1666		05/29/2008	06/06/2008	Camano Island	\$113.49	\$262.00	\$0.00	\$375.49	Saved	
1669	870	05/29/2008	06/06/2008	Per Diem Rates FY 2008, Skagit County	\$132.89	\$292.00	\$0.00	\$424.89	Attached to Reimbursement Request	
1665		05/28/2008	06/06/2008	Per Diem Rates FY 2008, Island County	\$58.68	\$262.00	\$0.00	\$320.68	Saved	
2242		02/29/2008	03/01/2008	new location picker	\$228.26	\$206.90	\$0.00	\$435.16	Saved	
2238	1269	02/28/2008	02/28/2008	new trip to verify vendor id is taken from the table	\$228.26	\$39.00	\$14.99	\$282.25	Attached to Reimbursement Request	
2206	1244	02/22/2008	02/23/2008	new trip by traveler	\$0.00	\$75.00	\$0.00	\$75.00	Attached to Reimbursement Request	
2205	1243	02/22/2008	02/24/2008	new trip prepared for traveler	\$0.00	\$174.00	\$0.00	\$174.00	Attached to Reimbursement Request	

Trip List Filter

The trip list filter is a tool that provides filtering by the various trip statuses. A trip may have one of five statuses: “**Saved**”, “**Processed for payment**”, “**Inactivated**”, “**Attached to Reimbursement Request**”, and “**Attached to Inactivated Reimbursement Request**”.

This close-up shows the 'Trip List Filter' section. It has checkboxes for 'Saved', 'Processed for payment', 'Inactivated', 'Attached to Reimbursement Request', and 'Attached to Inactivated Reimbursement Request'. The 'Saved' and 'Attached to Reimbursement Request' checkboxes are checked. An 'Apply Filter' button is at the bottom right. Callouts point to the checkboxes and the button: 'Select filters by placing a check in the appropriate check box' points to the 'Saved' checkbox; 'Then click the 'Apply Filter' button' points to the 'Apply Filter' button.

Filter Options:

Saved – A trip that was saved, but was not attached to a reimbursement request.

Processed for Payment – A trip (as part of a reimbursement request) in which payment was received by the Requestor.

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Inactivated – A trip that was manually inactivated by clicking the Inactivate button.

Attached to Reimbursement Request – A “Saved” trip that has been attached to an (active) reimbursement request.

Attached to Inactivated Reimbursement Request – A “Saved” trip that is attached to an inactivated reimbursement request. A trip in this status must be accessed through the Reimbursement Tab.

The filter allows the user to choose all or any combination of the five trip statuses. Trips with statuses of “Saved” and “Attached to Reimbursement Request” comprise the default filter option.

To use the filter feature, simply select the desired filter options and click the “**Apply Filter**” button.



Sorting

The trip list can be sorted by any of the column headings except “**Edit**”. The default sort order is by the “**Start**” column. To initiate a different sort, click on the desired underscored column heading, i.e. clicking on “**Total**” will sort the entire trip list by the “Total” column in ascending order. Clicking “Total” again will reverse the sort to descending order.

You can sort by any of the column headings except the 'Edit'

Trip Id	RR Id	Start ▼	End	Purpose	Mileage	Per Diem	Misc	Total	Status	Edit
1663	870	06/27/2008	07/04/2008	Per Diem Rates FY 2008 Clallam County	\$117.37	\$352.00	\$0.00	\$469.37	Attached to Reimbursement Request	
1667	871	06/27/2008	07/04/2008	Per Diem Rates FY 2008, Jefferson	\$96.03	\$332.00	\$0.00	\$428.03	Attached to Reimbursement	

Direction of arrow indicates direction of sort

Creating a New Trip

The screen below will appear after clicking the “Create New Trip” button on the trip list screen. The “General Trip Information” section contains required fields that must be completed before the trip can be saved. These fields are preceded by an asterisk (*).

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New Trip Screen

The screenshot shows the 'New Trip' screen for Adam A. Traveler. It includes a header with 'View/Edit Trip' and navigation links for 'Per Diem Rates', 'Travel Regulations', 'Help', and 'Logout'. A message states 'All fields marked with * must be completed.' and a box says 'Create the trip container shell using this screen'. The form is divided into sections: 'General Trip Information' (with fields for Purpose, Start of Trip Date/Time, and End of Trip Date/Time), 'First Destination' (with fields for From Location and To Location, each with 'Select a city' and 'Type in a city' options), and a 'Mileage Allowance' field set to \$0.00. Numbered callouts 1 through 6 point to these specific fields. A box on the right lists the required inputs: (1) Purpose, (2) Start of Trip Date/Time, (3) End of Trip Date/Time, (4) From Location, (5) To Location, and (6) Mileage Allowance. At the bottom, buttons for 'Save & Continue', 'Save & Close', and 'Cancel' are shown, with a box explaining that the Trip ID is assigned based on whether 'Save & Continue' or 'Save & Close' is selected.

Trip Information For Adam A Traveler
View/Edit Trip

Per Diem Rates | Travel Regulations | Help | Logout

All fields marked with * must be completed.

Create the trip container shell using this screen

1 General Trip Information

* Purpose

2 Start of Trip

* Date 02/29/2008

* Time 12:00 AM

3 End of Trip

* Date 02/29/2008

* Time 12:00 AM

4 First Destination

* From Location

Select a city: City: [dropdown]

Type in a city: City: [text]
State: [dropdown]
Country: [dropdown]

5 * To Location

Select a city: City: [dropdown]

Type in a city: City: [text]
State: [dropdown]
Country: [dropdown]

6 Mileage Allowance \$0.00 Mileage

Input the General Trip Information using this screen for:

- (1) The Purpose of trip
- (2) Start of Trip: Date and Time
- (3) End of Trip: Date and Time
- (4) The From Location
- (5) The To Location and
- (6) The Mileage Allowance Amount if using POV

Trip ID will be assigned when you either ...

[A] 'Save and Continue'

-----or-----

[B] 'Save and Close'

A B

Save & Continue Save & Close Cancel

General Trip Information:

Purpose: indicates the reason for travel. This is a free form input field.

Start of Trip (Date and Time): indicates the starting date and time of the trip. The Date field has two completion options: free form input or calendar. The Time field also has two completion options: free form input or a “time picker”. **Note:** The start of trip date and time automatically become the first itinerary line of the trip.

End of Trip (Date and Time): indicates the ending date and time of the trip. The Date field has two completion options: free form input or calendar. The Time field also has two completion options: free form input or selection from a drop-down list.

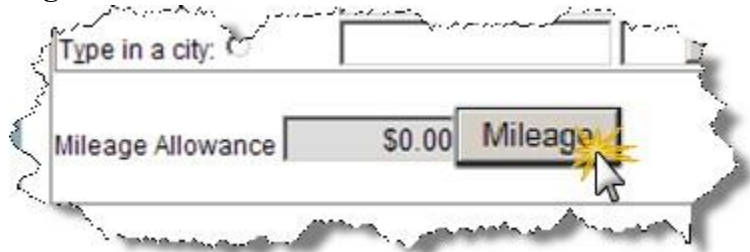
First Destination (From Location): indicates the first departure location of the trip. There are two selection options: “Select a city” or “Type in a city”. The Select a city option contains a drop-down list of in-state locations within the system’s database. The Type in a city option (free form input) is used for out-of-state locations and in-state locations not found within the

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Select a city option. When the “Type in a city” option is chosen, the “State” and “Country” must be chosen. The State field automatically defaults to “WA” and the country field automatically defaults to “United States”. For out-of-country travel, the State field becomes inactive when a country other than “United States” is selected.

First Destination (To Location): indicates the first destination of the trip. There are two selection options: “Select a city” or “Type in a city”. The Select a city option contains a dropdown list of in-state destinations. The Type in a city option (free form input) is used for out-ofstate destinations and in-state destinations not found in the Select a city option. The “State” must also be selected when using the Type in a city option. A “Country” field is available in the Type in a city option for out-of-country travel. When a state is selected the country field automatically defaults to “United States”. The State field becomes inactive when a country other than “United States” is selected.

Mileage Calculation: Click the “Mileage” button . . .



. . . if mileage reimbursement is being requested for the initial itinerary line. The mileage calculator as shown below will appear.

A screenshot of a web dialog box titled "Privately Owned Vehicle Expenses -- Web Page Dialog". It contains fields for "Point to Point Mileage" (0), "Round Trip" (checked), "Vicinity Mileage" (0), and "Total Mileage" (0). A callout points to the "Round Trip" checkbox with the text "Apply Round trip mileage by checking box". Below these are "Effective Automobile Reimbursement Rate" (\$0.485) and "Reimbursement Rate" (0.485). A callout points to the "Reimbursement Rate" field with the text "Mileage Rate can be adjusted here". The "Mileage Allowance" is \$0.00. There is a "Memo" field at the bottom. The dialog has "OK" and "Cancel" buttons. The browser address bar shows "http://198.239.159.205/MileageCalculator.aspx?edit".

Point-to Point Mileage - the system will automatically calculate the one-way point-to-point mileage based on the From and To locations selected for the itinerary line. The system generated point-to point mileage values may be overridden and manually entered into this field. **Note:** *This automatic calculation of mileage only works when the “Select a city” option is used and the locations (From and To) selected are in the system database.*

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Round Trip Indicator - doubles the point-to-point mileage field for single day trips to one location.

Vicinity Mileage - manually enter vicinity mileage claimed.

Default Mileage – displays system default one-way mileage for the itinerary line or “unknown” if one or both locations (From and To) are not in the database or the “Type in a city” destination selection option was used.

Total Mileage - sum of the “Point-to-Point Mileage” and “Vicinity Mileage” fields.

Effective Automobile Reimbursement Rate - the system will retrieve the proper POV reimbursement rate based on the start date of the trip and enters the value in the **Reimbursement Rate** field.

Reimbursement Rate - defaults to the POV rate in effect on the “Start Date” of the trip.

Mileage Allowance - mileage reimbursement claimed by the traveler. The system determines the sum of this field by multiplying the “Total Mileage” field by the “Reimbursement Rate”.

Memo - this is an optional field that can be used for agency specific needs.

OK - saves the entries and returns the user to the previous screen.

Cancel - does not save the entries and returns the user to the previous screen.

At this point you have created a blank trip container, which you may save or discard. If you save it the system has all the necessary data to a blank trip container.



Three processing options exist: (1) “**Save & Continue**”, (2) “**Save & Close**”, and (3) “**Cancel**”.

“**Save & Continue**” - saves input and opens trip detail input screen for further input options.

“**Save & Close**” – saves input, and then returns to previous screen.

“**Cancel**” – does not save input and then returns to previous screen.

Note: The system generates and displays a **Trip ID** after clicking either “Save and Continue” or “Save & Close”.

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Clicking “**Save and Continue**” will produce the trip detail input screen as shown below.

Trip Information For Adam Traveler
View/Edit Trip

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

All fields marked with * must be completed.

General Trip Information

* Purpose: Trip ID: 1791

Start of Trip

* Date:

* Time:

End of Trip

* Date:

* Time:

Trip Itinerary and Mileage

Start Date	Start Time	From Location	To Location	Mileage Allowance	Edit
12/13/2007	8:00 AM	Olympia, WA	Tacoma, WA	\$29.10	

1 Add Destination Note: Changing the itinerary can affect per diem, miscellaneous travel expenses, or mileage.

Mileage Allowance Total: \$29.10

Per Diem

2 Add Per Diem

Diem Total: \$0.00

Miscellaneous Travel Expense

3 Add Expense

Miscellaneous Travel Expense Total: \$0.00

4 Add/Edit Comments

Trip Total: \$29.10

Inactivate Save & Continue Save & Close Cancel

Flags

This screen allows you to:

- 1) Add a new Destination
- 2) Add Per Diem
- 3) Add miscellaneous travel Expense
- 4) Add a Comment

This screen allows the user to input additional destinations, per diem, miscellaneous travel expenses, as well as adding comments.

Adding a Destination (New Itinerary Line):

Click the “**Add Destination**” button on the trip’s detail input screen.



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The itinerary detail input screen will appear as shown below.

Trip Information For Adam A Traveler
View/Edit Itinerary

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

Current Travel Dates:
Currently the trip begins on 02/02/2008 at 6:00 AM and ends on 02/02/2008 at 6:00 PM.

Itinerary Destination:
Start Date and Time:
* Date: 02/03/2008
* Time: 12:00 AM

* From Location:
Select a city: City: Zillah, WA
Type in a city: City: State: Country:

* To Location:
Select a city: City: State: Country:

Mileage Allowance: \$0.00 Mileage

Save Cancel

Callouts:
The Start Date defaults to the prior itinerary line "Start Date" plus one day.
The "From Location" defaults to the prior itinerary line "To Location".

Input new itinerary data in same manner as described in the General Trip Information paragraph for the initial itinerary. After input, two processing options exist from this screen: **"Save"** and **"Cancel"**.

Save - saves the entries and returns the user to the previous page.

Cancel - does not save the entries and returns the user to the previous page.

Per Diem

Meals and lodging expenses are entered, modified, or deleted through the per diem grid.

Per Diem

Add Per Diem

Callout: Add Per Diem by clicking on the 'Add Per Diem' button from the trip summary page

Per Diem Total: \$0.00

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Adding Per Diem (In-state)

The following window will appear after clicking the Per Diem button on the trip summary page. The “Travel Dates” window will be pre-populated with the individual dates of the trip. To claim per diem, the User chooses a date from the drop-down list and clicks the **“Claim Per Diem”** button. Clicking the **“Cancel”** button returns the User to the trip summary page.

The screenshot shows the 'View/Edit Per Diem' interface for Adam A Traveler. At the top, there's a header 'Trip Information For Adam A Traveler' and a 'View/Edit Per Diem' button. Below this is a navigation bar with links: 'Per Diem Rates', 'Travel Regulations', 'Help', and 'Logoff'. The main section is titled 'Available Per Diem Dates & Locations'. It contains a 'Travel Dates' dropdown menu showing '1/3/2008 - Tacoma, WA'. Below this are two buttons: 'Claim Per Diem' and 'Cancel'. A yellow starburst points to the 'Claim Per Diem' button. A callout box with a black border and white background contains the text: 'Use this screen to Claim Per Diem' and 'Click on 'Claim Per Diem''.

After choosing a date and clicking the “Claim Per Diem” button, the screen below will appear (if the location is in-state and the location is in the TEMS database).

The screenshot shows the 'Per Diem for Tacoma, WA - 01/03/2008' screen. It has the same header and navigation bar as the previous screen. The main section is titled 'Per Diem for Tacoma, WA - 01/03/2008'. It contains two tabs: 'Meal Entitlement' and 'Lodging'. The 'Meal Entitlement' tab is active, showing a table with columns: 'Per Diem Rates', 'Claimed Amount', 'Subject to Payroll Taxes', and 'Taxable Amount'. The table has rows for Breakfast, Lunch, and Dinner. Each row has checkboxes for 'Claimed' and 'Provided', and a text input field for the 'Claimed Amount'. The 'Subject to Payroll Taxes' column has checkboxes for 'Subject to Tax'. The 'Taxable Amount' column has text input fields. The 'Meal Total' is \$0.00 and the 'Tax Total' is \$0.00. The 'Lodging' tab is also visible, showing a table with columns: 'Lodging', 'Claimed Amount', and 'Taxable Amount'. It has checkboxes for 'Claimed' and 'Provided', and a text input field for the 'Claimed Amount'. The 'Lodging Total' is \$0.00. There is a note: 'Standard Rate for Tacoma, WA is 108.00. Lodging Receipt is Required. Click if Lodging Cost Exceeds Standard Rate'. Below the note are two buttons: '101-150%' and 'Over 150%'. At the bottom, there is a 'Per Diem Total' of \$0.00, a 'Memo' text area, and 'Save' and 'Cancel' buttons.

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Meals

Trip Information For Adam Traveler
View/Edit Per Diem

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

Per Diem for Tacoma, WA - 12/13/2007

[Meal Entitlement](#)

		Claimed Amount	Subject to Payroll Taxes	Taxable Amount
Breakfast	<input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Provided	15.00	<input type="checkbox"/> Subject to Tax	0.00
Lunch	<input type="checkbox"/> Claimed <input checked="" type="checkbox"/> Provided	0.00	<input type="checkbox"/> Subject to Tax	0.00
Dinner	<input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Provided	26.00	<input type="checkbox"/> Subject to Tax	0.00
Meal Total		41.00	Tax Total	\$0.00

When overnight travel involved
Per Diem rates base on where traveler slept

Note: non-overnight meals are subject to Payroll Taxes

Use the checkboxes to either claim a meal -----or----- state that one was provided

The User clicks the appropriate box next to the meal period to indicate if a meal is being “Claimed” or is “Provided”.

Clicking the “Subject to Tax” box indicates that the chosen meal is taxable. A meal must first be “Claimed” before it can be checked as “Subject to Tax”. Note: Non-overnight travel meals are subject to Payroll Taxes.

When a meal is claimed and the per diem location is in the system database, the system will enter the meal value in the “Claimed Amount” column for each meal checked as claimed. The “Claimed Amount” will remain \$0 (default) if a meal is checked as being provided. The “Claimed Amount” will also remain \$0 (default) if neither the “Claimed” nor “Provided” boxes are checked.

Note: When overnight travel is involved, the system will use the per diem rate for the location where the User last stayed overnight for the last day of the trip meal calculations.

Lodging

As with meals, the User must check the “Claimed” box if lodging reimbursement is being requested. The lodging amount is then manually entered into amount field. The system provides (in read only and for informational purposes) the standard lodging rate for the per diem location next to the “Claimed” amount field. The system validates the lodging amount entered when the User leaves the “Claimed” amount field. The system accepts the value if the amount entered is the “Standard Rate” amount or below.

Lodging

☒ Claimed ☐ Provided

Standard Rate for Tacoma, WA is 108.00
Lodging Receipt is Required.
Click if Lodging Cost Exceeds Standard Rate

Lodging Tax

Lodging Total

Per Diem Total

Memo

Claim lodging by checking the box IF Lodging provided you would check that box

System will let you know what the standard rate is for In-state locations

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If the amount entered is above the “Standard Rate”, the system will generate one of two exceptions messages based on the amount entered in the lodging amount field: The first is the 101- 150% exception. The system will not accept the lodging amount entered until the appropriate exception is claimed or an amount equal to or less than the “Standard Rate” is entered.

OFM Travel and Expense Management -- Web Page Dial...

Exceptions to the maximum allowable lodging rates 10:30:20

Expenses Between 100% and 150% of maximum: Check all that apply

- ☐ Required to stay at same facility as dignitary.
- ☐ Temporary special cost escalation.
- ☐ More economical to stay at temporary duty station.
- ☐ Business interaction is expected at event location.
- ☐ Comply with ADA or health and safety of traveler is at risk.
- ☐ Suite is more economical than meeting room.
- ☐ Agency Rented Facility - Reimbursement allowable up to 125%.

IF the rate exceeds the standard rate then this popup window appears

You will need to check the appropriate condition in order to continue

OK Cancel

http://198.239.159.205/LodgingException.aspx Internet

The second is the Over 150% exception (see below)

OFM Travel and Expense Management -- Web Page Dial...

Exceptions to the maximum allowable lodging rates 10:30:20

Lodging Expense in excess of 150% of applicable maximum per diem

The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events; AND

It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held; AND

The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher or its file location referenced.

☐ I claim this exception

If the maximum amount allowed by the 150% rule is exceeded then this popup window appears.

You must check the 'I claim this exception' box to continue or cancel and input a lower amount

OK Cancel

http://198.239.159.205/Lodging150Exception.aspx Internet

TEMS Reference Guide

Any associated lodging tax is manually entered into the “Lodging Tax” field. The system automatically calculates a “Lodging Total” by adding the values in the “Lodging” and “Lodging Tax” fields. The “Lodging Total” is a read only field.

Note: When a trip involves overnight travel, the system prevents the User from requesting lodging on the last day of the trip by graying out the lodging “Claimed” checkbox.

Per Diem Total

The system automatically calculates the daily “Per Diem Total” by adding the values in the “Meal Total” and “Lodging Total” fields. The “Per Diem Total” is a read only field.

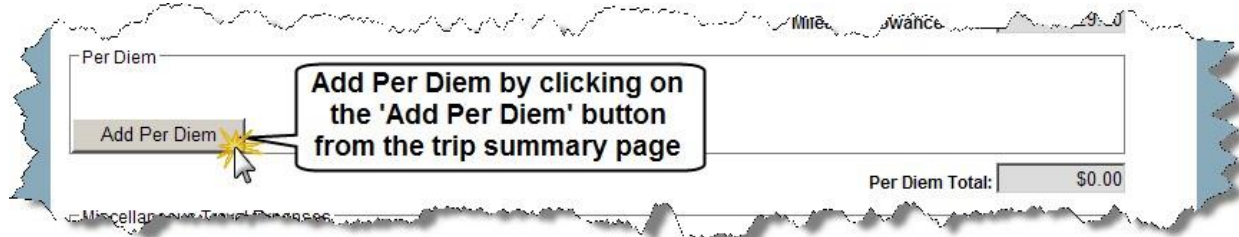
Memo Field

“Memo” is an optional free-form input field that may be used for agency unique purposes.

The system provides two processing options after the per diem data is entered: **“Save”** and **“Cancel”**. The “Save” option saves the data to the database, updates the “Per Diem” grid, and returns the user to the Trip Summary page. The “Cancel” option does not save any data and also returns the User to the Trip Summary page.

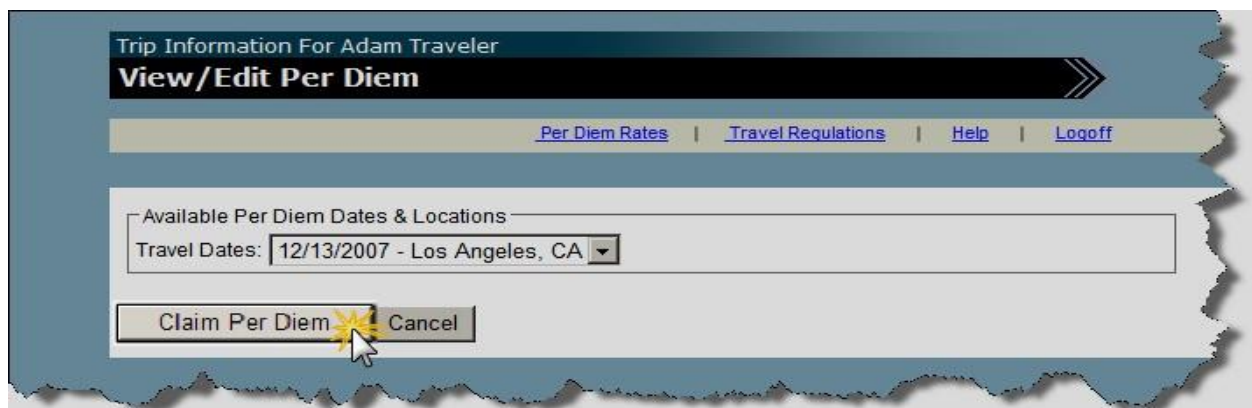
Adding Per Diem (Out-of-State)

To claim out-of-state per diem you will click on the same ‘Add Per Diem’ button that you did for in-state per diem.



Meals

The following window will appear after clicking the Per Diem button on the trip summary page. The “Travel Dates” widow will be pre-populated with the individual dates of the trip date range. To claim per diem, the User chooses a date from the drop-down list and clicks the “Claim Per Diem” button. Clicking cancel returns to the trip summary page.



TEMS Reference Guide

After choosing a date and clicking the “Claim Per Diem” button, the following screen will appear. This screen appears if the location is either out-of-state or an unknown in-state location.

Trip Information For Adam Traveler
View/Edit Per Diem

Use this link if you need to look up the rates: [Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

The per diem rate links will allow access to the General Services Administration (GSA)

Or use this one: [Per Diem Rates](#)

Use the drop down list to select the proper meal allowance rate

Per Diem for Los Angeles, CA - 12/13/2007

Daily Meal Allowance
Select the daily meal allowance for this location: \$64

Meal Entitlement
[Per Diem Rates](#)

	Claimed	Provided	Amount	Subject to Payroll Taxes	Taxable Amount
Breakfast	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$6.00	<input type="checkbox"/>	0.00
Lunch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$19.00	<input type="checkbox"/>	0.00
Dinner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$29.00	<input type="checkbox"/>	0.00
Meal Total			\$64.00	Tax Total 0.00	

Lodging

Lodging ☒ Claimed ☐ Provided 150.00
Lodging Tax 65.00
Lodging Total \$215.00

Standard Rate for Los Angeles, CA is unknown
Lodging Receipt is Required.
Click if Lodging Cost Exceeds Standard Rate

101-150% Over 150%

Per Diem Total \$279.00
Memo
Save Cancel

You will need to manually click on the appropriate exception button, if the lodging rate exceeds the standard rate

Select the appropriate meal allowance rate from the drop-down list. Once the meal allowance is selected, a meal is claimed by checking the “Claimed” box of the desired meal period. Based on the meal allowance selected, the system will assign the appropriate value to the meal period when the “Claimed” box is checked. The remaining meal options are the same as those indicated for in-state.

Lodging

As with in-state lodging, the User must check the “Claimed” box if lodging is being claimed. The lodging amount is then manually entered into amount field. Since the location is out-of-state and unknown to the system, the system cannot provide a standard lodging rate as done for (known) in-state locations. Therefore, the automatic comparison of the standard rate to the lodging amount cannot occur. The User must manually select the appropriate lodging exception if necessary.

All other remaining out-of-state per diem steps are the same as in-state.

TEMS Reference Guide

Adding Miscellaneous Travel Expenses:

Click the “Add Expense” button to add miscellaneous travel expenses.



The View/Edit Miscellaneous Travel Expenses screen will appear.

A screenshot of the "View/Edit Miscellaneous Travel Expenses" screen. The header shows "Trip Information For Adam A Traveler" and "View/Edit Miscellaneous Travel Expenses". Below the header are links for "Per Diem Rates", "Travel Regulations", and "Help". The main content area has a "SAAM Links" section with links for "Receipt Requirements" and "Reimbursement Costs". A note states "All fields marked with * must be completed." The form fields include: "* Date" (a dropdown menu showing "02/17/2008"), "* Paid To" (text input "XYZ"), "* Paid For" (text input "Parking"), "* Amount" (text input "15.00"), and "Memo" (text input). A callout box points to the date dropdown with the text "Trip date ranges are pre-populated. Select date from drop down list." At the bottom are "Save" and "Cancel" buttons.

Date - The date pick list is pre-populated with the date range of the trip. Select a date from the list.

Paid To - Enter who the expense was paid to.

Paid For - Enter what the expense was paid for.

Amount - Enter the amount of the expense.

Memo - this is an optional field that can be used for agency specific needs.

Save - saves the entries and returns the user to the previous screen.

Cancel - does not save the entries and returns the user to the previous screen.

Note: The Date, Paid To, Paid For, and Amount Fields are required fields.

TEMS Reference Guide

Comments

Comments give the User a mechanism to provide additional information or explanations pertinent to the trip. Users manually key in comments in the free-form input section. The following characters are allowed when using the free-form input section: A-Z a-z 0-9 ! @ # % & () ^ . * \$ \ + : ; _ - { } [] = / > < | , ? ~.

Add New Comments

Click on the “Add/Edit Comments” button . . .



. . . from the trip summary screen to add or edit comments.

The following” Trip Comments” grid will appear.

Date/Time	Comments	Comments By	Edit
12/20/2007 4:39 PM	You can edit these comments here	Adam Traveler	

* Comments:

You can add your comments to this area here.

Save & Continue Save & Close Cancel

Users can add new comments as well as edit or delete existing comments from this screen. Existing comments will appear in the grid above the free-form input section. The grid includes the following data fields:

“**Date/Time**” - System generated timestamp of when the comment was created.

“**Comments**” - User inputted data. This is a required field.

“**Comments By**” - System generated value displaying the User ID of the individual creating the comment.

TEMS Reference Guide

The User types in the desired comment. After completion, the system provides three processing options:


“**Save & Continue**” - saves input and maintains comments detail input screen for further input.

“**Save & Close**” – saves input, and then returns to previous screen.

“**Cancel**” – does not save input and then returns to previous screen.

The new comment will appear in the “Trip Comments” grid once it is saved.

Edit an Existing Trip

From the Trip List screen, click the “” icon in the Edit column on the row of the trip to be modified.



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STATE OF WASHINGTON

Travel and Expense Management System

Home | Trips | Reimbursements | Profile

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

Trips for Adam A Traveler

Trip List Filter

☒ Saved ☒ Attached to Reimbursement Request

☐ Processed for payment ☐ Attached to Inactivated Reimbursement Request

☐ Inactivated [Apply Filter](#)

Trip Id	RR Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Status	Edit
1666		05/29/2008	06/06/2008	Camano Island	\$113.49	\$262.00	\$0.00	\$375.49	Saved	
1669	870	05/29/2008	06/06/2008	Per Diem Rates FY 2008, Skagit County	\$132.89	\$292.00	\$0.00	\$424.89	Attached to Reimbursement Request	
1665		05/28/2008	06/06/2008	Per Diem Rates FY 2008, Island County	\$58.68	\$262.00	\$0.00	\$320.68	Saved	
2242		02/29/2008	03/01/2008	new location picker	\$228.26	\$206.90	\$0.00	\$435.16	Saved	
2243		02/28/2008	02/29/2008	Another test	\$30.30	\$0.00	\$0.00	\$30.30	Saved	
2238	1269	02/28/2008	02/28/2008	new trip to verify vendor id is taken from the table	\$228.26	\$39.00	\$14.99	\$282.25	Attached to Reimbursement Request	
2206	1244	02/22/2008	02/23/2008	new trip by traveler	\$0.00	\$75.00	\$0.00	\$75.00	Attached to Reimbursement Request	
2205	1243	02/22/2008	02/24/2008	new trip prepared for traveler	\$0.00	\$174.00	\$0.00	\$174.00	Attached to Reimbursement	

[Create A New Trip](#)

From the Trip List Screen
...
Click on the 'Pencil Icon' to open a trip for editing

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TEMS Reference Guide

The trip's detail input screen will appear as shown below.

Trip Information For Adam A Traveler
View/Edit Trip

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

All fields marked with * must be completed.

1 General Trip Information

* Purpose Per Diem Rates FY 2008, Skagit County

Start of Trip

* Date 05/29/2008

* Time 8:00 AM

End of Trip

* Date 06/06/2008

* Time 5:00 PM

2

3

4 Add Destination Note: Changing the itinerary can affect per diem, miscellaneous travel expenses, or mileage.

Mileage Allowance Total: \$132.89

5

Per Diem

Date	Location	Meals	Lodging	Lodging Tax	Total	Edit
05/31/2008	Anacortes, WA	\$59.00	\$80.00	\$0.00	\$139.00	
06/01/2008	Anacortes, WA	\$59.00	\$94.00	\$0.00	\$153.00	

6 Add Per Diem

Per Diem Total: \$292.00

7

Miscellaneous Travel Expenses

8 Add Expense

Miscellaneous Travel Expense Total: \$0.00

Trip Total: \$424.89

9 Add/Edit Comments

Save & Continue Save & Close Cancel Flags

From this screen you can . . .

- (1) Edit the Purpose of the trip
- (2) Edit the End of Trip
- (3) Edit an existing itinerary line
- (4) Add Destination
- (5) Edit an existing Per Diem line
- (6) Add Per Diem
- (7) Edit an existing Miscellaneous Travel Expense line
- (8) Add a Miscellaneous Expense
- (9) Add or Edit a Comment

Change Start Date by Editing Here

Edit General Trip Information:

“Purpose”, “End of Trip Date” and “End of Trip Time” fields can be modified from this screen.

“Start of Trip Date” and “Start of Trip Time” must be modified through editing the first itinerary line.

TEMS Reference Guide


The User has three processing options after entering the edits: “Save & Continue”, “Save & Close”, and “Cancel”.

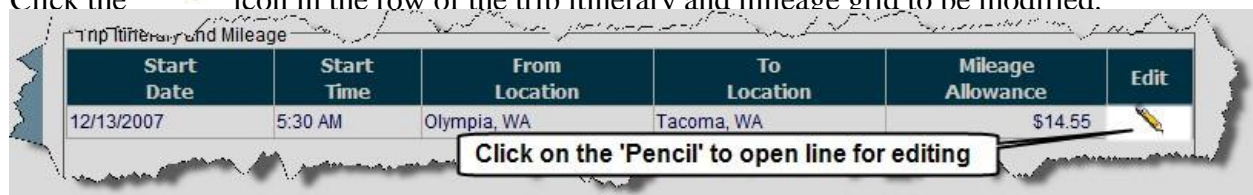
“Save & Continue” - saves input and maintains the current screen.


“Save & Close” – saves input, and then returns to previous screen.

“Cancel” – does not save input and then returns to previous screen.

Edit an Itinerary Line:

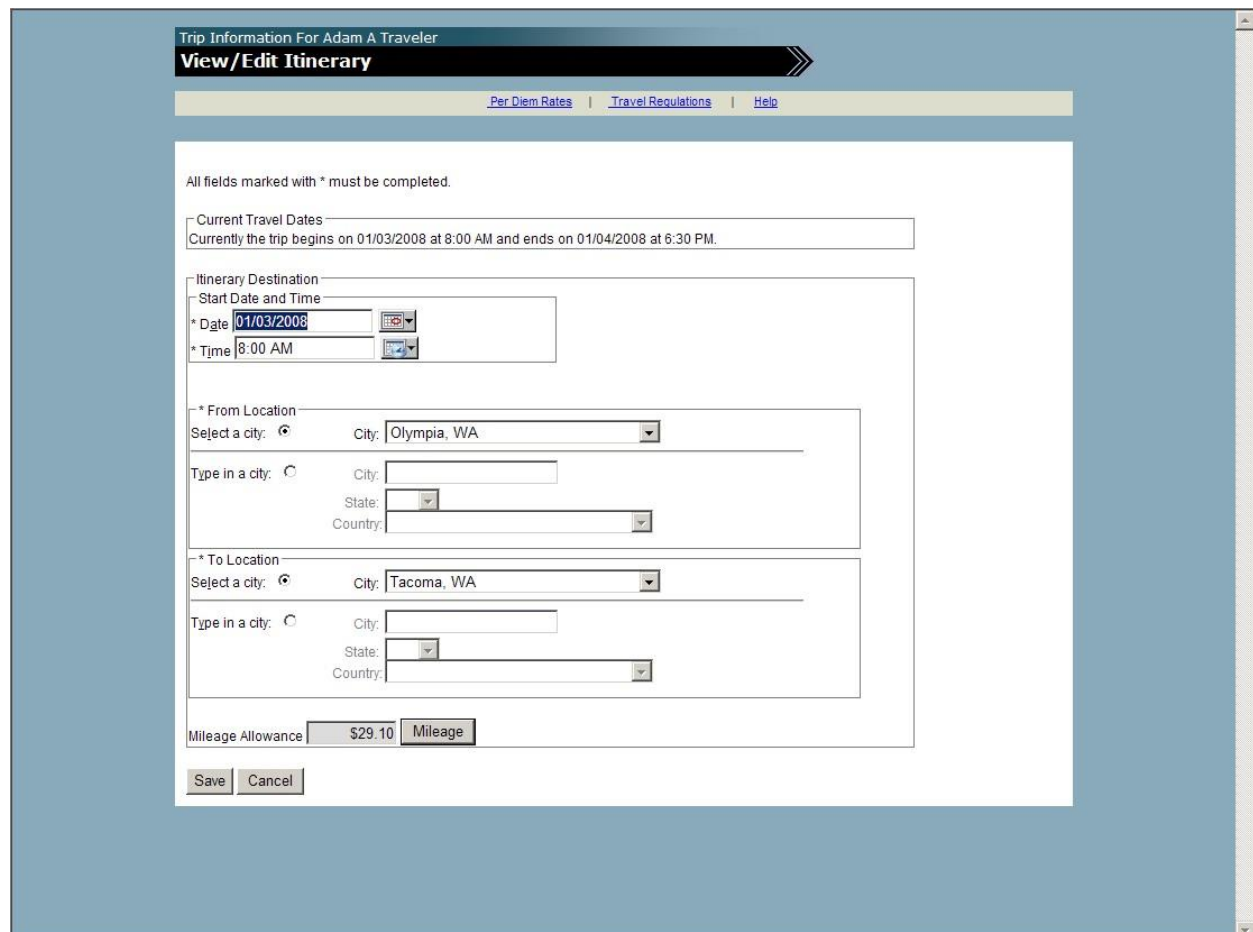
Click the “” icon in the row of the trip itinerary and mileage grid to be modified.



Start Date	Start Time	From Location	To Location	Mileage Allowance	Edit
12/13/2007	5:30 AM	Olympia, WA	Tacoma, WA	\$14.55	

Click on the 'Pencil' to open line for editing

The “View/Edit Itinerary” detail input screen will appear as shown below.



Trip Information For Adam A Traveler
View/Edit Itinerary


[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)


All fields marked with * must be completed.

Current Travel Dates:
Currently the trip begins on 01/03/2008 at 8:00 AM and ends on 01/04/2008 at 6:30 PM.


Itinerary Destination


Start Date and Time


* Date: 01/03/2008 


* Time: 8:00 AM 

* From Location


Select a city:  City: Olympia, WA


Type in a city:  City:


State: 


Country: 


* To Location



Select a city:  City: Tacoma, WA

Type in a city:  City:

State: 

Country: 

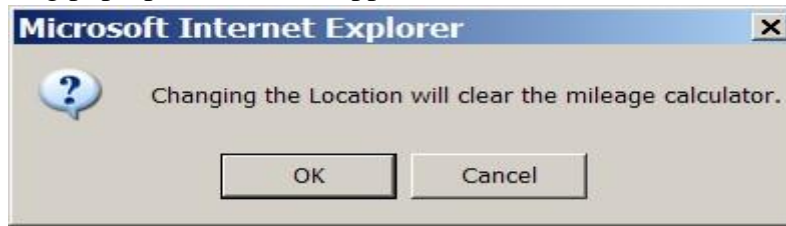
Mileage Allowance: \$29.10 

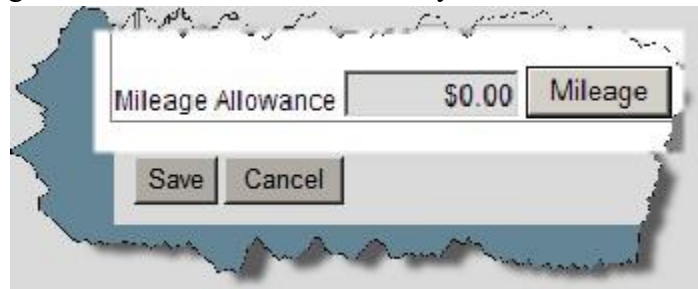
The “Current Travel Dates” section is informational only and cannot be modified from this screen. This data is obtained from the General Trip Information.

TEMS Reference Guide

Desired modifications to the itinerary line can be made from this screen. If you change the location the following pop-up window will appear.



The mileage calculator will clear when changes are made to either the itinerary's date or location.



Click on the mileage button to open the mileage pop-up window to recalculate the mileage, if location is unknown to system, or to reset if mileage is known to system.

If modifications to the **"Mileage Allowance"** are necessary, the **"Mileage"** button must be clicked to open the mileage calculator to enter the new values.

A screenshot of a web application window titled "Privately Owned Vehicle Expenses -- Web Page Dialog". The window contains several input fields and buttons. The "Mileage" section has a "Point to Point Mileage" field with the value "120", a "Round Trip" checkbox that is checked, and a "Vicinity Mileage" field with the value "25". To the right, it says "Default Mileage is 60 miles one way." and shows a "Total Mileage" of "145". Below this, there is a "Reimbursement Rate" field with "0.485" and a "Mileage Allowance" field with "\$70.33". A link "Effective Automobile Reimbursement Rate" points to "\$0.485". At the bottom is a "Memo" text area. There are "OK" and "Cancel" buttons. A callout box on the right side of the window contains the text: "If mileage is known to system then the point-to-point mileage will be filled in. If not then you will need to manually update this window. You can add Vicinity mileage here and indicate that the mileage should be for a round trip". The browser's address bar at the bottom shows the URL "http://198.239.159.205/MileageCalculator.aspx?edit" and the "Internet" icon.

TEMS Reference Guide


After modifying the itinerary line, the user will have two processing options:



“Save” and “Cancel”.

These options perform the same function as described in earlier paragraphs.

Edit Existing Per Diem

Click the “” icon on the row of the “Per Diem” grid to be modified.




Upon clicking on the pencil icon the following “View/Edit Per Diem” input screen containing the saved values will appear. Use this screen to modify the per diem values as necessary.

A screenshot of the "View/Edit Per Diem" input screen. The page title is "Trip Information For Adam A Traveler" and the sub-header is "View/Edit Per Diem". There are links for "Per Diem Rates", "Travel Regulations", "Help", and "Logoff". The main section is titled "Per Diem for Tacoma, WA - 12/13/2007". It has two tabs: "Meal Entitlement" and "Lodging". Under "Meal Entitlement", there are sections for "Per Diem Rates" and "Subject to Payroll Taxes". The "Per Diem Rates" section has checkboxes for "Claimed" and "Provided" for Breakfast, Lunch, and Dinner, with corresponding "Claimed Amount" fields. The "Subject to Payroll Taxes" section has checkboxes for "Subject to Tax" and corresponding "Taxable Amount" fields. The "Lodging" section has checkboxes for "Claimed" and "Provided" for Lodging and Lodging Tax, with corresponding "Claimed Amount" fields. There are also fields for "Standard Rate for Tacoma, WA is 108.00", "Lodging Receipt is Required", and "Click if Lodging Cost Exceeds Standard Rate". At the bottom, there is a "Per Diem Total" field showing \$173.00, a "Memo" field, and "Save" and "Cancel" buttons.

Click “Save” to keep the modifications or “Cancel” to discard them.

TEMS Reference Guide

Edit Miscellaneous Travel Expenses:

Click the “” icon on the row of the other expense grid to be modified.

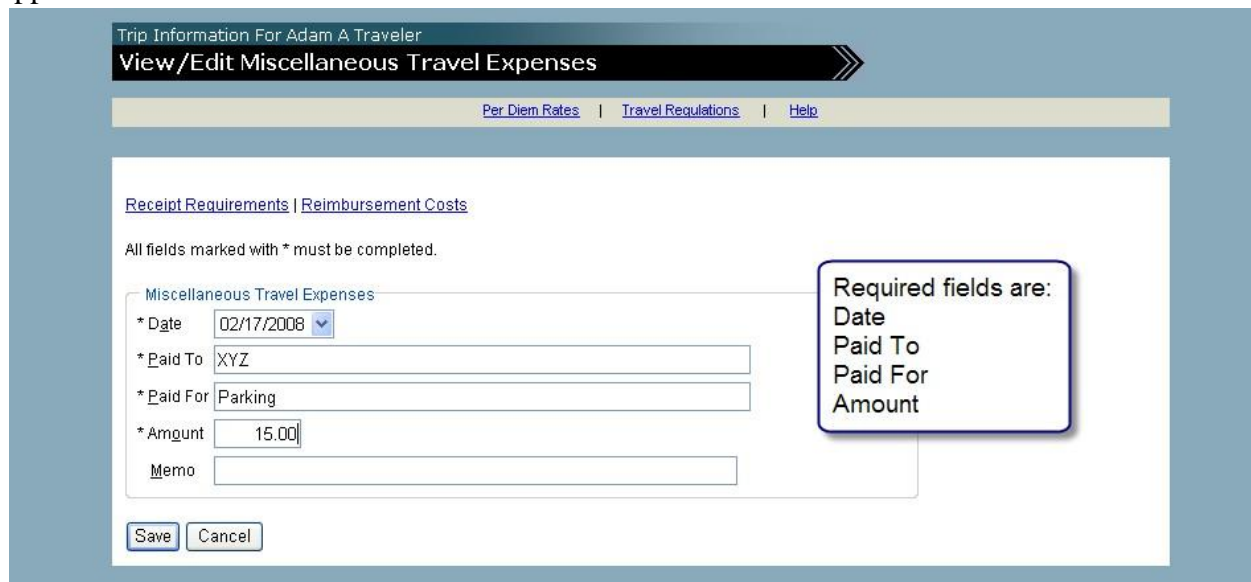


Per Diem Total: 232

Miscellaneous Travel Expenses				
Date	Paid To	Paid For	Amount	Edit
12/13/2007	XYZ	Parking	\$15.00	

Click on the 'Pencil' to open line for editing

The View/Edit Miscellaneous Travel Expenses detail input screen for the selected row will appear as shown below:



Trip Information For Adam A Traveler
View/Edit Miscellaneous Travel Expenses

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

[Receipt Requirements](#) | [Reimbursement Costs](#)

All fields marked with * must be completed.

Miscellaneous Travel Expenses

* Date: 02/17/2008
* Paid To: XYZ
* Paid For: Parking
* Amount: 15.00
Memo:

Required fields are:
Date
Paid To
Paid For
Amount

Save Cancel

Modify details as necessary and then click “**Save**” or “**Cancel**” to keep or discard the changes respectively.

TEMS Reference Guide

Edit Existing Comments

From the Edit Trip Screen, click on the “Add/Edit Comments” button . . .





. . . to arrive at the View/Edit Trip Comments Screen below.

Trip Information For Adam A Traveler
View/Edit Trip Comments


[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

All fields marked with * must be completed.

Trip Comments

Date/Time	Comments	Comments By	Edit
12/13/2007 2:24 PM	This is a sample comment.	Adam Traveler	 

* Comments:

Click the “” icon in the row of the “Trip Comments” grid to be modified.

Trip Comments

Date/Time	Comments	Comments By	Edit
12/13/2007 2:24 PM	This is a sample comment.	Adam Traveler	 

Click on the 'Pencil' to open line for editing

TEMS Reference Guide

The detail input screen containing the chosen comment will appear as shown below.

Trip Information For Adam A Traveler
View/Edit Trip Comments

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

All fields marked with * must be completed.

Existing comments can be modified until the trip is routed as part of a Reimbursement Request

Trip Comments

Date/Time	Comments	Comments By	Edit
12/13/2007 2:24 PM	This is a sample comment.	Adam Traveler	

Comments By: Date & Time:

* Comments:

Only Adam Traveler can modify his comments until the trip is routed. Afterwards he can only append additional comments.

Others may add their own comments during approval or review.

Upon routing all existing comments become part of the audit trail and can't be modified.

The User can modify the comment as necessary. Existing comments cannot be modified once a trip has been routed as part of a reimbursement request

The same three processing options as described earlier exist after the desired modifications are made: **“Save & Continue”**, **“Save & Close”** or **“Cancel”**.

Delete Existing Comments

Click the **“X”** icon on the row of the **“Trip Comments”** grid to be deleted. The delete message window will appear as shown below requesting confirmation.



Choose **“OK”** to continue the deletion or **“Cancel”** to stop. After the deletion, the comment will no longer appear in the grid. Existing comments cannot be deleted once a trip has been routed as part of a reimbursement request.

TEMS Reference Guide

Inactivating a Trip

Only trips with a “Saved” status can be inactivated. Trip owners (Requestors) can inactivate their own trips. Preparers may also inactivate trips they created for Requestors.

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Trips for Adam A Traveler

Trip List Filter

- ☒ Saved
- ☐ Processed for payment
- ☐ Inactivated
- ☒ Attached to Reimbursement Request
- ☐ Attached to Inactivated Reimbursement Request

Apply Filter

Trip Id	RR Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Status	Edit
1666		05/29/2008	06/06/2008	Camano Island	\$113.49	\$262.00	\$0.00	\$375.49	Saved	
1830		01/03/2008	01/04/2008	Sample for Reference Document	\$29.10	\$0.00	\$0.00	\$29.10	Saved	
2202		02/02/2008	02/02/2008	new trip new reimb request	\$0.00	\$0.00	\$0.00	\$0.00	Saved	
2242		02/29/2008	03/01/2008	new location picker	\$228.26	\$206.90	\$0.00	\$435.16	Saved	
2243	1280	02/28/2008	02/29/2008	Another test	\$30.30	\$0.00	\$0.00	\$30.30	Attached to Reimbursement Request	
2203	1241	02/02/2008	02/02/2008	new trip new reimb request	\$0.00	\$0.00	\$0.00	\$0.00	Attached to Reimbursement Request	
2205	1243	02/22/2008	02/24/2008	new trip prepared for traveler	\$0.00	\$174.00	\$0.00	\$174.00	Attached to Reimbursement Request	
2206	1244	02/22/2008	02/23/2008	new trip by traveler	\$0.00	\$75.00	\$0.00	\$75.00	Attached to	

Create A New Trip

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The View/Edit Trip screen below will appear.

Trip Information For Adam A Traveler
View/Edit Trip

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

All fields marked with * must be completed.

General Trip Information

* Purpose: Trip ID:

Start of Trip

* Date:
* Time:

End of Trip

* Date:
* Time:

Trip Itinerary and Mileage

Start Date	Start Time	From Location	To Location	Mileage Allowance	Edit
12/13/2007	5:30 AM	Olympia, WA	Tacoma, WA	\$14.55	

Note: Changing the itinerary can affect per diem, miscellaneous travel expenses, or mileage.

Mileage Allowance Total:

Per Diem

Date	Location	Meals	Lodging	Lodging Tax	Total	Edit
12/13/2007	Tacoma, WA	\$59.00	\$102.00	\$12.00	\$173.00	
12/14/2007	Tacoma, WA	\$59.00	\$0.00	\$0.00	\$59.00	

Per Diem Total:

Miscellaneous Travel Expenses

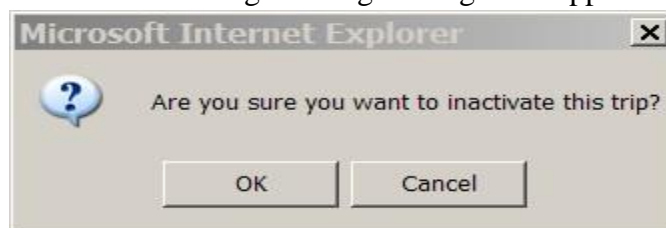
Date	Paid To	Paid For	Amount	Edit
12/13/2007	XYZ	Parking	\$15.00	

Miscellaneous Travel Expense Total:

Trip Total:

Click the 'Inactivate' button

Click the Inactivate button. The following warning message will appear:



TEMS Reference Guide

Click **“OK”** to inactivate the trip or **“Cancel”** to discontinue. The trip will now have an “Inactivated” status and can be viewed in “read only” mode by selecting “Inactivated” on the Trip List Filter.

Activating a Trip

Only trips with an “Inactivated” status can be activated. Select Inactivated from the Trip List filter and click “Apply Filter”. The trip list will display inactivated trips.

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[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

Trips for Adam A Traveler

Trip List Filter

☐ Saved ☐ Attached to Reimbursement Request

☐ Processed for payment ☐ Attached to Inactivated Reimbursement Request

☒ Inactivated

Trip Id	RR Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Status	Edit
1776		12/15/2007	12/17/2007	itinerary check	\$16.01	\$0.00	\$16.99	\$33.00	Inactivated	
1783		12/13/2007	12/14/2007	Sample	\$14.55	\$0.00	\$0.00	\$14.55	Inactivated	
1785		12/13/2007	12/14/2007	Sample	\$0.00	\$0.00	\$0.00	\$0.00	Inactivated	

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Use the 'Pencil' to select a trip to open

TEMS Reference Guide

The View/Edit Trip screen below will appear.

Trip Information For Adam A Traveler
View/Edit Trip

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

This trip is Read Only
All fields marked with * must be completed.

General Trip Information

* Purpose Trip ID

Start of Trip

* Date

* Time

End of Trip

* Date

* Time

Trip Itinerary and Mileage

Start Date	Start Time	From Location	To Location	Mileage Allowance	Edit
12/13/2007	5:30 AM	Olympia, WA	Tacoma, WA	\$14.55	

Mileage Allowance Total:

Per Diem

Date	Location	Meals	Lodging	Lodging Tax	Total	Edit
12/13/2007	Tacoma, WA	\$59.00	\$102.00	\$12.00	\$173.00	
12/14/2007	Tacoma, WA	\$59.00	\$0.00	\$0.00	\$59.00	

Per Diem Total:

Miscellaneous Travel Expenses

Date	Paid To	Paid For	Amount	Edit
12/13/2007	XYZ	Parking	\$15.00	

Miscellaneous Travel Expense Total:

Trip Total:

Add/Edit Comments

Click on the 'Activate' button

Click the Activate button. The following warning message will appear:



TEMS Reference Guide

Click **“OK”** to activate the trip or **“Cancel”** to discontinue. The trip will now have a **“Saved”** status.

Reimbursements Tab

The **“Reimbursements Tab”** displays a list of **“in-process”** reimbursement requests that are awaiting further action. A reimbursement request is used to bundle trips together and route them for processing. The user selects existing trips from the trip list and attaches them to the reimbursement request. New trips may also be created and added through the reimbursement request.

The screenshot shows the 'Office of Financial Management' interface for the 'Travel and Expense Management System'. The 'Reimbursements' tab is active, displaying a list of reimbursement requests for 'Adam A Traveler'. The list includes columns for RR Id, Date, Description, Total, Status, and Edit. The status column shows various statuses like 'Submitted To (Betty Manager)', 'Returned for Changes By (Jane Fiscal) To (Fiscal Group 1)', 'Saved', 'Approved By (Betty Manager)', and 'Approved By (Mike Manager)'. A filter section on the left allows users to filter by status, with options like 'Saved', 'Returned for Changes', 'Submitted', 'Denied', 'Approved', 'Approved for Payment', 'Prepared', 'Processed for Payment', 'Inactivated', and 'Rerouted'. An 'Apply Filter' button is present. At the bottom, there is a 'Create A New Reimbursement' button.

RR Id	Date	Description	Total	Status	Edit
1282	03/04/2008	Display Trip flags - Unset Flags 2	\$375.49	Submitted To (Betty Manager)	
1281	03/04/2008	Display trip flags, unset flags	\$221.17	Submitted To (Betty Manager)	
859	03/04/2008	new trip pick list test two trips	\$50.17	Returned for Changes By (Jane Fiscal) To (Fiscal Group 1)	
861	03/04/2008	trip pick list five trips	\$50.17	Returned for Changes By (Jane Fiscal) To (Fiscal Group 1)	
1280	03/03/2008	February trips	\$350.98	Saved	
1269	03/03/2008	new reimb request to verify vendor id comes from the table	\$282.25	Approved By (Betty Manager)	
1013	03/03/2008	Test 15077	\$193.16	Approved By (Betty Manager)	
1272	03/03/2008	vendor id	\$15.15	Approved By (Betty Manager)	
1244	02/29/2008	new reimb request by traveler	\$75.00	Approved By (Betty Manager)	
888	02/29/2008	Receipts flag test two	\$64.00	Approved By (Dan Preparer.)	
1191	02/28/2008	checking the account grid	\$1,408.76	Approved By (Mike Manager)	
1239	02/27/2008	new rr for java script	\$276.00	Saved	
1243	02/27/2008	check lodging exception changes in history tab	\$174.00	Approved By (Betty Manager)	

Reimbursement Request List Filter

The reimbursement request list filter provides filtering capability by the various reimbursement request statuses. A reimbursement request may have any of the following statuses: **“Saved”**, **“Returned for Changes”**, **“Processed for Payment”**, **“Rerouted”**, **“Submitted”**, **“Denied”**, **“Inactivated”**, **“Approved”**, **“Approved for Payment”**, and **“Prepared”**.

This screenshot shows the 'Reimbursement Request List Filter' section of the system. It includes a list of filter options with checkboxes, numbered 1 through 6. A legend on the right side lists the default filter settings: (1) Saved, (2) Returned for Changes, (3) Submitted, (4) Denied, (5) Approved, and (6) Prepared. The 'Apply Filter' button is also visible.

Reimbursement Request List Filter

- 1 ☒ Saved
- 2 ☒ Returned for Changes
- 3 ☒ Submitted
- 4 ☒ Denied
- 5 ☒ Approved
- 6 ☒ Prepared
- ☐ Processed for Payment
- ☐ Inactivated
- ☐ Rerouted
- ☐ Approved for Payment

Apply Filter

Reimbursement Request Filter List default settings:

- (1) Saved
- (2) Returned for Changes
- (3) Submitted
- (4) Denied
- (5) Approved
- (6) Prepared

TEMS Reference Guide

Filter Options:

Saved – A reimbursement request that was saved, but has not been routed.

Returned for Changes – A reimbursement request that has been sent back for modifications.

Processed for Payment – A reimbursement request in which payment was received by the Requestor.

Rerouted – A reimbursement request that has been redirected by an Agency or System Administrator.

Submitted – A reimbursement request that has been initially routed by a Requestor or Preparer.

Denied – A reimbursement request that has been declined by an Approver or Fiscal staff.

Inactivated – A reimbursement request that was manually inactivated by clicking the Inactivate button.

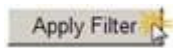
Approved – A reimbursement request that has been approved by an Approver.

Approved for Payment – A reimbursement request that has been authorized for payment by the Fiscal staff.

Prepared – A reimbursement request that has been created on behalf of someone else.

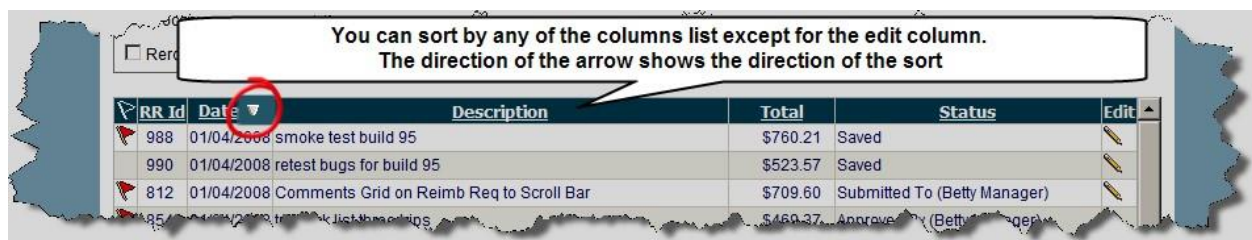
The filter allows the user to choose all or any combination of the reimbursement request statuses. Reimbursement Requests with statuses of “Saved”, “Returned for Changes”, “Submitted”, “Denied”, “Approved”, and “Prepared” comprise the default filter option.

To use the filter feature, simply select the desired filter options and click the “**Apply Filter**” button.



Sorting

The reimbursement request list can be sorted by any of the column headings except “**Edit**”. The default sort order is by the “**Date**” column in descending order. To initiate a different sort, click on the desired underscored column heading, i.e. clicking on “**Total**” will sort the entire trip list by the “Total” column in ascending order. Clicking “Total” again will reverse the sort to descending order.



The screenshot shows a table with columns: RR Id, Date, Description, Total, Status, and Edit. A tooltip is displayed over the table with the text: "You can sort by any of the columns list except for the edit column. The direction of the arrow shows the direction of the sort". The "Date" column header has a downward arrow, indicating descending sort. The "Total" column header has an upward arrow, indicating ascending sort. The "Edit" column header has a small upward arrow, indicating it is not sortable.

RR Id	Date	Description	Total	Status	Edit
988	01/04/2008	smoke test build 95	\$760.21	Saved	
990	01/04/2008	retest bugs for build 95	\$523.57	Saved	
812	01/04/2008	Comments Grid on Reimb Req to Scroll Bar	\$709.60	Submitted To (Betty Manager)	
95	01/04/2008	test trip list the edit	\$460.37	Approved (Betty Manager)	

TEMS Reference Guide

Creating a New Reimbursement Request

If you click the “[Create A New Reimbursement](#)” button on the reimbursement request list screen, the following screen will appear.

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

All fields marked with * must be completed.

Reimbursement ID:

1 * Description:

2 Profile Information

Requestor: Adam A Traveler	* Work Schedule: M-F 8a-5p
Requestor Phone: 360-664-8823 Ext. 101607	* Official Station: Tumwater
Approver: Betty Manager	* Official Residence: Olympia
Approver Phone: 360-664-8825 Ext. 91207	

3 Reimbursement Trip List

Click 'Save & Continue' to start adding trips to this reimbursement request.

A Save & Continue **B** Save & Close **C** Cancel

The new reimbursement request is initially composed of several sections: (1) **Description**, (2) **Profile Information**, and (3) **Reimbursement Trip List**. It also displays the three processing options a user can select after data is entered: (A) “**Save & Continue**”, (B) “**Save & Close**”, and (C) “**Cancel**”.

Description: This is a free-form entry field. The user types in the desired description.

Profile Information: serves as the header for the reimbursement request. The fields of this section with the exception of Description are pre-populated from the traveler’s profile. The Requestor, Requestor Phone, Approver, Approver Phone, and Routing Status are “Read Only” fields and cannot be changed on the reimbursement request. The Work Schedule, Official Station, Official Residence, and Description are required fields and may be modified on the reimbursement request without impacting data saved on the traveler’s profile.

Reimbursement Trip List: lists trips currently attached to the reimbursement request. A new reimbursement request will initially display “No Data Found” for this section until trips are added.

TEMS Reference Guide

Reimbursement Request Total: displays the expense component totals (Mileage Allowance, Per Diem, and Miscellaneous Travel Expense) as well as the reimbursement request total. **A new reimbursement request will display zeros for all amounts in this section until trips are added.**

After the user types an entry in the Description field (all other fields are **normally** prepopulated), one of the three processing options can be chosen: Save & Continue, Save & Close, or Cancel.

“Save & Continue” - saves input and maintains current reimbursement request input screen for further action.

“Save & Close” – saves input, and returns to previous screen.

“Cancel” – does not save input and returns to previous screen.

Adding Trips to a Reimbursement Request

Once the reimbursement request is saved, the **“Routing Status”** field, **“Add Trip”** and **“Add/Edit Comments”** buttons are displayed. The Routing Status field is “Read Only” and cannot be manually changed on the reimbursement request.

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

Routing Status: **1** Reimbursement ID:

* Description:

Profile Information

Requestor: <input type="text" value="Adam A Traveler"/>	* Work Schedule: <input type="text" value="M-F 8a-5p"/>
Requestor Phone: <input type="text" value="360-664-8823 Ext. 101607"/>	* Official Station: <input type="text" value="Tumwater"/>
Approver: <input type="text" value="Betty Manager"/>	* Official Residence: <input type="text" value="Olympia"/>
Approver Phone: <input type="text" value="360-664-8825 Ext. 91207"/>	

Reimbursement Trip List

Add trips using the 'Add Trip' button.

2

Once 'Saved' . . .

- (1) the Reimbursement ID is assigned
- (2) the add Trip button appears
- (3) the Add/Edit Comments button appears
- (4) the Inactivate button appears
- (5) the Print, Flags and History buttons appear

3 **5**

4

Click the “Add Trip” button to attach trips to a reimbursement request. The following screen will appear:

TEMS Reference Guide

Trip Information For Adam A Traveler
Trip Pick List

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Trip List

<input type="checkbox"/> Select All	Trip Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total
<input type="checkbox"/>	1839	01/02/2008	01/04/2008	check itinerary delete	109.61	271.00	52.97	\$433.58
<input type="checkbox"/>	1784	12/13/2007	12/14/2007	Sample	14.55	232.00	15.00	\$261.55
<input type="checkbox"/>	1796	12/07/2007	12/12/2007	message testing	0.00	0.00	0.00	\$0.00
<input type="checkbox"/>	1721	12/06/2007	12/08/2007	message testing	181.89	0.00	39.99	\$221.88
<input type="checkbox"/>	1718	12/05/2007	12/05/2007	retest time out without the time out	117.37	59.00	0.00	\$176.37
<input type="checkbox"/>	1712	12/04/2007	12/04/2007	re test the time out issue 12694	106.70	49.00	0.00	\$155.70
<input type="checkbox"/>	1713	12/04/2007	12/04/2007	retest time out issue without time out	106.70	49.00	0.00	\$155.70
<input type="checkbox"/>	1797	12/04/2007	12/21/2007	message testing	0.00	0.00	0.00	\$0.00
<input type="checkbox"/>	1658	11/26/2007	11/26/2007	add a new trip to display on the pick list	109.61	44.00	25.99	\$179.60
<input type="checkbox"/>	1655	11/26/2007	11/26/2007	preparer dan creates a trip for traveler adam	36.86	0.00	0.00	\$36.86
<input type="checkbox"/>	1619	11/20/2007	11/20/2007	scroll bar check on trip pick list	92.15	0.00	0.00	\$92.15
<input type="checkbox"/>	1611	11/19/2007	11/19/2007	Smoke Test	50.17	0.00	0.00	\$50.17
<input type="checkbox"/>	1562	11/10/2007	11/13/2007	document itinerary changes for the same date	166.86	263.00	66.97	\$496.83
<input type="checkbox"/>	1538	11/02/2007	11/03/2007	Flags Test	401.38	303.00	0.00	\$704.38

Attach

Add New Cancel

Using the “Select All” column, select the desired trips to attach to the reimbursement request and then click the “Attach” button. Clicking the “Select All” box in the column header chooses all trips for attachment.

Trip Information For Adam A
Trip Pick List

Trip List

<input checked="" type="checkbox"/> Select All	Trip Id	Sta
<input type="checkbox"/>	1839	01
<input checked="" type="checkbox"/>	1784	12
<input checked="" type="checkbox"/>	1796	12
<input checked="" type="checkbox"/>	1721	12
<input checked="" type="checkbox"/>	1718	12
<input type="checkbox"/>	1712	12
<input type="checkbox"/>	1713	12
<input checked="" type="checkbox"/>	1797	12
<input type="checkbox"/>	1658	11
<input type="checkbox"/>	1655	11/2
<input type="checkbox"/>	1619	11
<input type="checkbox"/>	1611	11/2
<input type="checkbox"/>	1562	11/2
<input type="checkbox"/>	1538	11/02

Attach

Add New Cancel

Use either the Select All Checkbox -----or----- Select the trips individually by placing a check in the checkbox on the same line as the trip number you want.

TEMS Reference Guide

A new trip may also be created from the trip pick list screen by clicking the “Add New” button “Add New” at the bottom of the page. The following screen will be displayed. You can create your new trip here.

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

All fields marked with * must be completed.

Reimbursement ID:

* Description:

Profile Information

Requestor: Adam A Traveler	* Work Schedule: M-F 8a-5p
Requestor Phone: 360-664-8823 Ext. 101607	* Official Station: Tumwater
Approver: Betty Manager	* Official Residence: Olympia
Approver Phone: 360-664-8825 Ext. 91207	

Reimbursement Trip List

Click 'Save & Continue' to start adding trips to this reimbursement request.

You will use the same process to add a new trip here as you did earlier.

When you are finished the new trip will be added to the trip list. You can then add it to the Reimbursement Request by selecting it.

Once the new trip is created, it will be added to the trip list. It can then be selected and attached to the reimbursement request as described above.

TEMS Reference Guide

Adding Comments to a Reimbursement Request

Reimbursement: Information For Adam A Traveler
View/Edit Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

Routing Status: Reimbursement ID:

* Description:

Profile Information

Requestor: * Work Schedule:

Requestor Phone: * Official Station:

Approver: * Official Residence:

Approver Phone:

Reimbursement Trip List

Trip Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Edit
2295	03/24/2008 06:00 AM	03/24/2008 06:00 PM	Onward came the 600	\$37.88	\$33.00	\$0.00	\$70.88	

Transaction Detail Information

[Copy Selected Row](#)

Add/Edit Comments

Clicking the “Add/Edit Comments” button on the reimbursement request will open the View/Edit Reimbursement Comments input screen below.

TEMS Reference Guide

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Comments

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

All fields marked with * must be completed.

Reimbursement Comments

Date/Time	Comments	Comments By	Edit
1/7/2008 3:51 PM	example comments for reference guide	Adam Traveler	

* Comments:

Type your new comments in space provided here.

Save & Continue Save & Close Cancel

Users can add new comments as well as edit or delete existing comments from this screen. Existing comments will appear in the grid above the free-form input section. The grid includes the following data fields:

“**Date/Time**” - System generated timestamp of when the comment was created.

“**Comments**” - User inputted data. This is a required field.

“**Comments By**” - System generated value displaying the User ID of the individual creating the comment.

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Comments

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

All fields marked with * must be completed.

Reimbursement Comments

Date/Time	Comments	Comments By	Edit
1/7/2008 3:51 PM	example comments for reference guide	Adam Traveler	

* Comments:

Type your new comments in space provided here.

Save & Continue Save & Close Cancel

Click on the pencil to open existing comments to view or edit. You can view comments any time but you can only edit your comments until you have routed the Reimbursement Request. Then additional comments are added as new comment lines underneath the existing comment lines.

To add a new comment just type your comment in the free form comments field. When you have finished you may either **Save & Continue**, **Save & Close**, or **Cancel**. If you choose one of the save options a new comment line will appear on the screen.

TEMS Reference Guide


“Save & Continue” - saves input and maintains comments detail input screen for further input.

“Save & Close” – saves input, and then returns to previous screen.

“Cancel” – does not save input and then returns to previous screen.

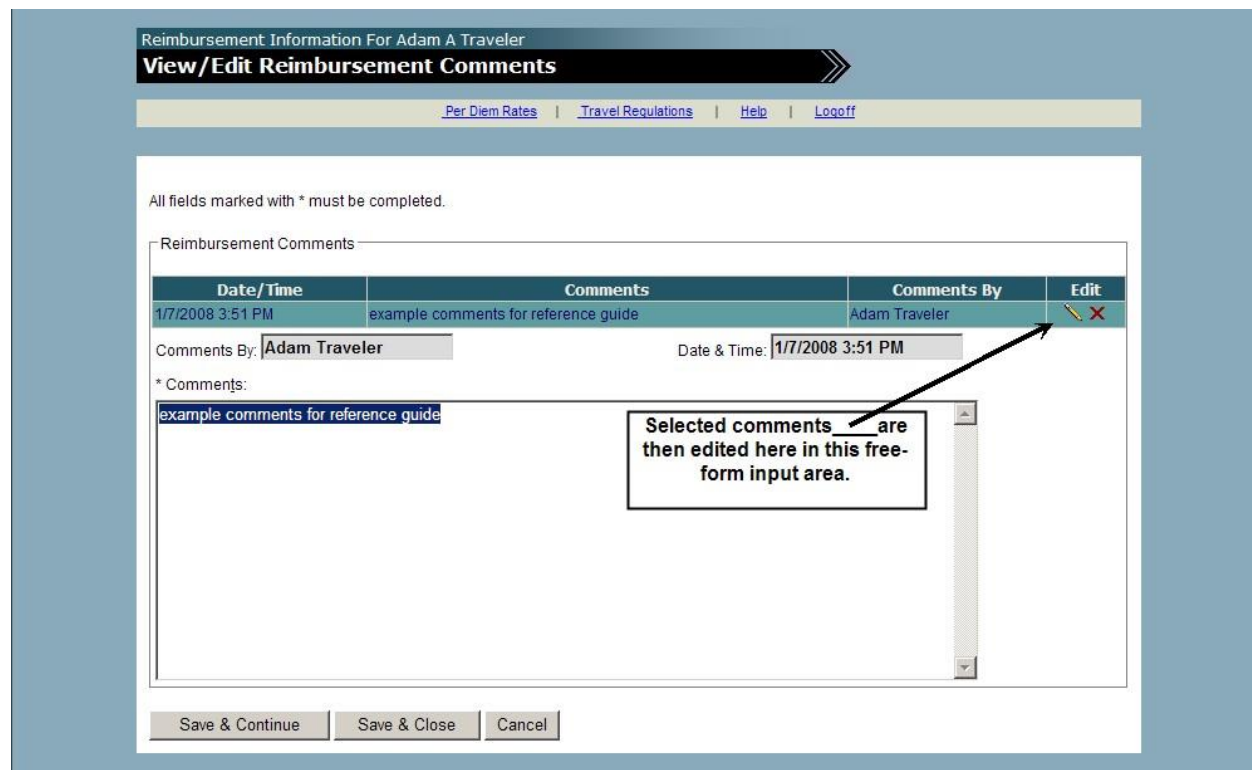
The new comment will appear in the “Reimbursement Comments” grid once it is saved.

Edit Existing Comments

Click the “” icon on the row of the “Reimbursement Comments” grid to be modified.




The detail input screen containing the chosen comment will appear as shown below.



A screenshot of the "Reimbursement Information For Adam A Traveler" screen, specifically the "View/Edit Reimbursement Comments" section. The screen displays a table with the same data as the previous screenshot. Below the table, there are input fields for "Comments By" (Adam Traveler) and "Date & Time" (1/7/2008 3:51 PM). A large text area labeled "* Comments:" contains the text "example comments for reference guide". A callout box with a black border and white text points to the text area, stating: "Selected comments are then edited here in this free-form input area." At the bottom of the screen, there are three buttons: "Save & Continue", "Save & Close", and "Cancel".

The User can modify the comment as necessary. Existing comments cannot be modified once a reimbursement request is routed. The same three processing options as described earlier exist after the desired modifications are made: “Save & Continue”, “Save & Close” or “Cancel”.

Delete Existing Comments

Click the “” icon on the row of the “Reimbursement Comments” grid to be deleted. The delete message window will appear as shown below requesting confirmation.

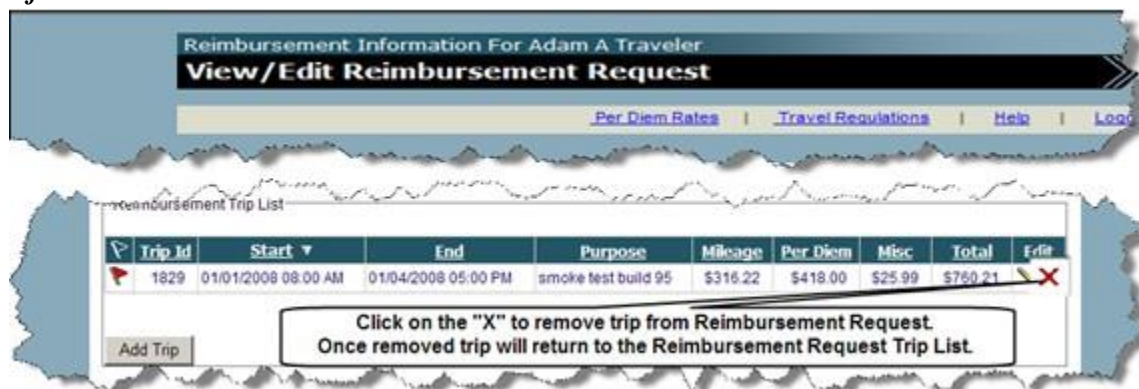
TEMS Reference Guide



Choose “OK” to continue the deletion or “Cancel” to stop. After the deletion, the comment will no longer appear in the grid. Existing comments cannot be deleted once a reimbursement request is routed.

Removing Trips from a Reimbursement Request

Trips removed from a reimbursement request are placed back into the trip pick list. Trips are removed from the reimbursement request by clicking the “X” icon on the row of desired trip in the Reimbursement Trip List section. *Trips can only be deleted from a Reimbursement Request before it has been routed.*




The system will generate the following warning message asking . . .




Choose “OK” to continue the removal or “Cancel” to stop. If the removal is continued, the system will automatically recalculate the balances in the Reimbursement Request Total section.

Editing Trips from a Reimbursement Request

Trips can be edited by clicking the “” on the row of the desired trip in the Reimbursement Trip List section.

TEMS Reference Guide

Reimbursement Trip List

Trip Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Edit
1829	01/01/2008 08:00 AM	01/04/2008 05:00 PM	smoke test build 95	\$316.22	\$418.00	\$25.99	\$760.21	

Add Trip

Click on the 'Pencil' to open trip for

The system will open the trip for editing.

Trip Information For Adam A Traveler

View/Edit Trip

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

All fields marked with * must be completed.

General Trip Information

* Purpose: Trip ID:

Start of Trip

* Date:





* Time:

End of Trip

* Date:

Trip is now available for editing, just click the 'Pencil' on the row you want to open.

Trip Itinerary and Mileage





Start Date	Start Time	From Location	To Location	Mileage Allowance	Edit
01/01/2008	8:00 AM	Aberdeen, WA	Zillah, WA	\$109.61	
01/02/2008	8:00 AM	Zillah, WA	Rockford, WA	\$48.50	
01/03/2008	8:00 AM	Rockford, WA	Zillah, WA	\$48.50	
01/04/2008	8:00 AM	Zillah, WA	Aberdeen, WA	\$109.61	

Add Destination

Note: Changing the itinerary can affect per diem, miscellaneous travel expenses, or mileage.

Mileage Allowance Total:


Per Diem

Date	Location	Meals	Lodging	Lodging Tax	Total	Edit
01/01/2008	Zillah, WA	\$39.00	\$70.00	\$7.00	\$116.00	
01/02/2008	Rockford, WA	\$59.00	\$80.00	\$8.00	\$147.00	
01/03/2008	Zillah, WA	\$39.00	\$70.00	\$7.00	\$116.00	
01/04/2008	Zillah, WA	\$39.00	\$0.00	\$0.00	\$39.00	

Add Per Diem

Per Diem Total:

Miscellaneous Travel Expenses

Date	Paid To	Paid for	Amount	Edit
01/03/2008	Kinkos	copies	\$25.99	

Add Expense

Miscellaneous Travel Expense Total:

Trip Total:

Add/Edit Comments

Save & Continue | Save & Close | Cancel

Flags

TEMS Reference Guide

Flags and Exceptions

Flags alert users of information entered that might require closer scrutiny. Flags are generated when travel information entered varies from system or business rules; or from both system and business rules. Flags are included on both trip list and reimbursement request list screens.

The screenshot shows the 'Office of Financial Management' website with the 'Travel and Expense Management System' interface. The 'Reimbursements' tab is selected. A callout box points to the 'Flags' column in the trip list, stating 'Flags appear on this and Reimbursements trip list screens'. Another callout box points to a flag icon in the first column of the trip list, stating 'Click on Flag to view details'. The trip list table is as follows:

Trip ID	Traveler ID	Start Date	End Date	Purpose	Per Diem Rate	Travel Request	Reimbursement Request	Reimbursement Request	Status	Actions
1616	850	10/11/2007	10/14/2007	Smoke Test	\$50.17	\$0.00	\$0.00	\$50.17	Attached to Reimbursement Request	Flag
1617		10/11/2007	10/14/2007	Smoke Test	\$50.17	\$270.00	\$15.99	\$336.16	Saved	Flag
1629		10/11/2007	10/14/2007	Smoke Test	\$50.17	\$270.00	\$15.99	\$336.16	Saved	Flag
1625	870	10/11/2007	10/14/2007	Smoke Test	\$50.17	\$270.00	\$15.99	\$336.16	Attached to Reimbursement Request	Flag
1626		10/11/2007	10/14/2007	Smoke Test	\$50.17	\$270.00	\$15.99	\$336.16	Saved	Flag
1633		10/11/2007	10/14/2007	Smoke Test	\$50.17	\$270.00	\$15.99	\$336.16	Saved	Flag
1634		10/11/2007	10/14/2007	Smoke Test	\$50.17	\$270.00	\$15.99	\$336.16	Saved	Flag
1635	862	10/11/2007	10/14/2007	Smoke Test	\$50.17	\$270.00	\$15.99	\$336.16	Attached to Reimbursement	Flag

Click the flag on the row of the desired trip to view details. The following screen will appear displaying the exceptions.

The screenshot shows the 'Flags' detail screen for trip 1625. The purpose is 'Smoke Test'. The screen displays a list of exceptions:

- 10/11/2007: Mileage rate of \$0.111 differs from current standard automobile rate of \$0.485
- 10/11/2007: Breakfast amount of \$22.00 differs from allowance of \$10.00 for Zillah, WA
- 10/11/2007: Lunch amount of \$33.00 differs from allowance of \$12.00 for Zillah, WA
- 10/11/2007: Dinner amount of \$44.00 differs from allowance of \$17.00 for Zillah, WA
- 10/11/2007: Lodging exceeds allowance of \$60.00 for Zillah, WA
 - Required to stay at same facility as dignitary.
 - Temporary special cost escalation.
 - More economical to stay at temporary duty station.
 - Business interaction is expected at event location.
 - Comply with ADA or health and safety of traveler is at risk.
 - Suite is more economical than meeting room.
 - Agency Rented Facility - Reimbursement allowable up to 125%.
- 10/12/2007: Breakfast amount of \$22.00 differs from allowance of \$10.00 for Zillah, WA
- 10/12/2007: Lunch amount of \$33.00 differs from allowance of \$12.00 for Zillah, WA
- 10/12/2007: Dinner amount of \$44.00 differs from allowance of \$17.00 for Zillah, WA

The URL at the bottom is <http://198.239.159.205/ViewFlags.aspx?tripID=1625>.

TEMS Reference Guide

Reimbursement Request History

TEMS maintains the history of a reimbursement request from it's creation to the time it's processed for payment. The history is displayed in chronological order starting with the earliest at the bottom of the screen to the latest at the top.

History details may be accessed by clicking the "History" button on reimbursement request.

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

Routing Status: Reimbursement ID:

* Description:

Profile:

Trips	Start	End	Purpose	Per Diem	Misc	Total	Edit
2295	03/24/2008 06:00 AM	03/24/2008 06:00 PM	Onward came the 600	\$37.88	\$33.00	\$0.00	\$70.88

Reimbursement Request Total

Mileage Allowance:

Per Diem:

 In-State:

 Out-of-State:

 Taxable (meals):

Miscellaneous Travel Expense:

Reimbursement Request Total:

Coded Amount:

Reimbursement Request Total:

[Travel Advance:](#)

Reduce Balance to Code:

Reduce Amount Requested:

Reduce Amount Requested and Balance to Code:

Requested Reimbursement Total:

Balance to Code:

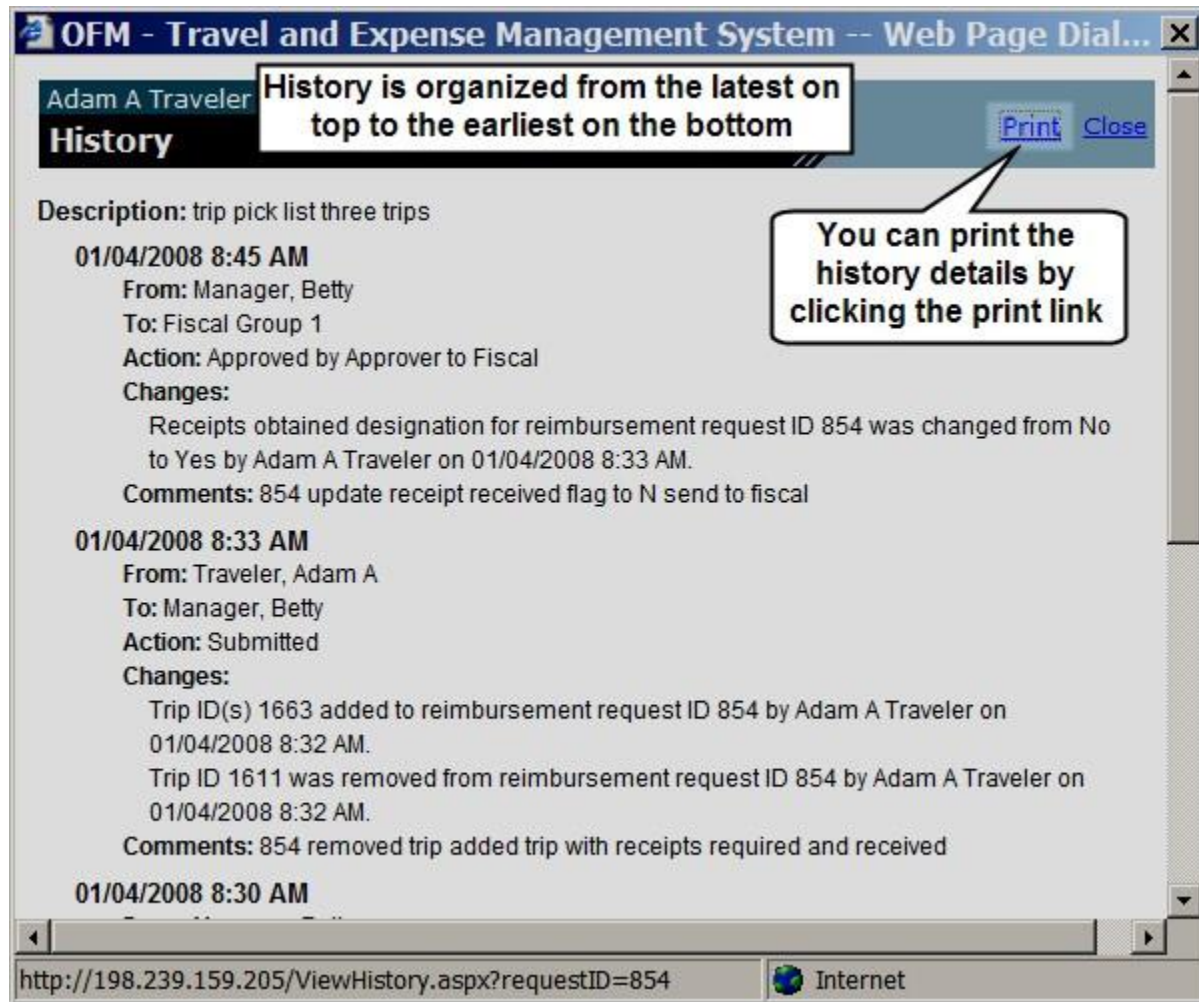
Transaction Detail Information

[Copy Selected Row](#)

Click here to view history

TEMS Reference Guide

The History details will be displayed on the pop-up window displayed below.

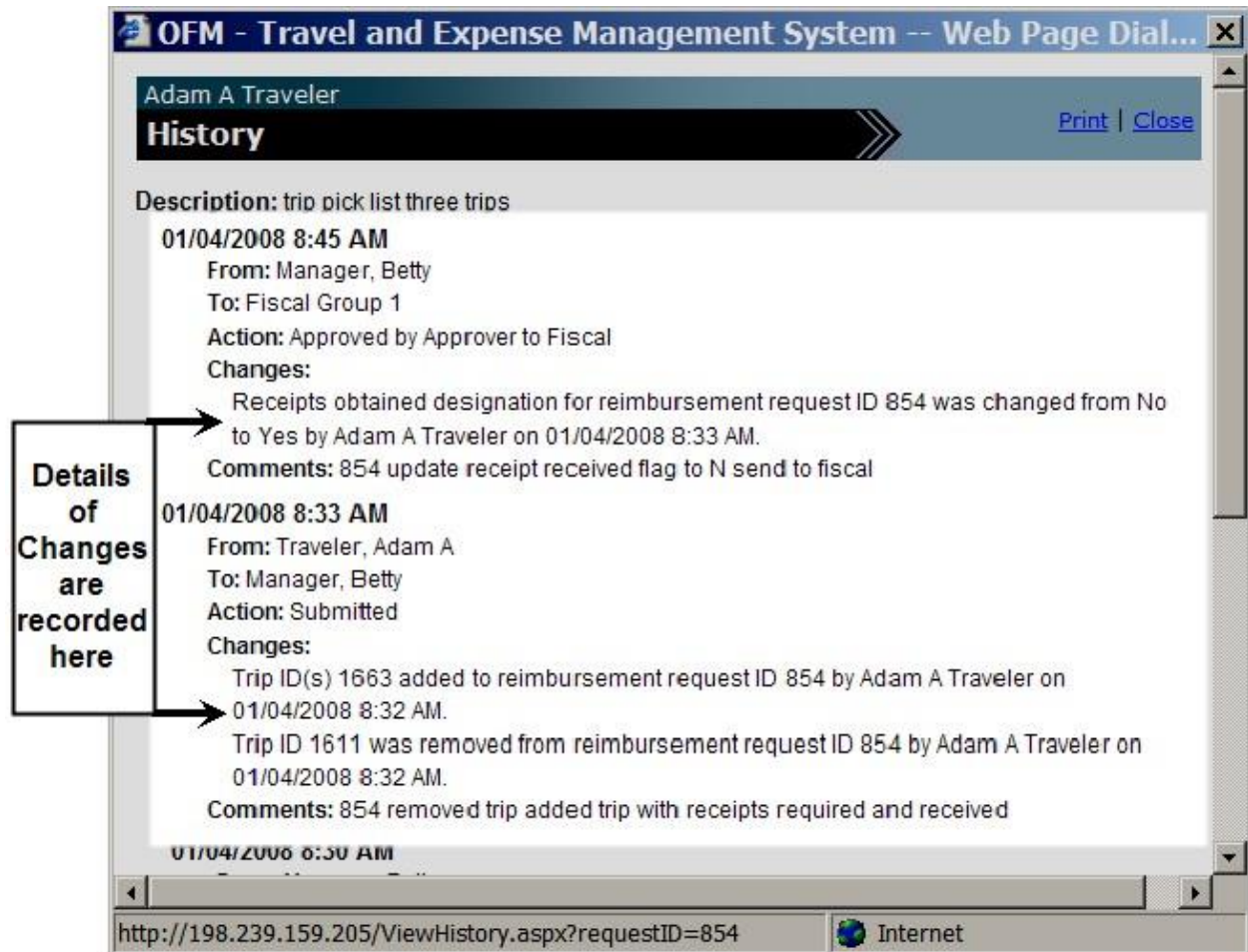


The History details may even be printed by clicking the “Print” link. Click the “Close” link to close the History screen.

TEMS Reference Guide

Change Log

When modifications (additions, deletions, or changes) are made to reimbursement requests after their initial submission, the system will auto-generate details of the modifications as entries into History. These system generated entries will display what and when the changes occurred as well as who made the changes.



Routing

Requestor (To Approver)

The reimbursement request routing process is initiated by clicking the “Send” button at the bottom of the View/Edit Reimbursement Request. The “Send” button does not appear until at least one trip is added to the reimbursement request. Example of Screen without a trip assigned.



TEMS Reference Guide

Example with at least one trip assigned to reimbursement request.

This screenshot shows the bottom portion of a web form. At the top, there is a text input field. Below it are buttons for 'Add/Edit Comments', 'Inactivate', 'Save & Continue', 'Save & Close', and 'Cancel'. To the right, there are buttons for 'Print', 'Flags', 'History', and 'Send'. The 'Send' button is circled in red, and a callout box points to it with the text 'Notice ... Send button Appears!'.

After clicking the “Send” button, the Process Reimbursement Request screen will display.

This screenshot shows the full 'Process Reimbursement Request' screen. The title bar reads 'Reimbursement Information For Adam A Traveler' and 'Process Reimbursement Request'. Below the title are links for 'Per Diem Rates', 'Travel Regulations', 'Help', and 'Logout'. A note states 'All fields marked with * must be completed.' The form is divided into four numbered sections: 1. Action (with radio buttons for Send, Approve, Deny, and Return for Changes), 2. Routing (with a 'Route To' dropdown menu showing 'Manager, Betty'), 3. Receipts (with a question 'Receipts are required for this reimbursement request. Have original receipts been obtained?' and 'Yes/No' radio buttons), and 4. Comments (with a text area). A text box on the right explains these sections: 'This screen is divided into the following sections: (1) Action (2) Routing (3) Receipts (4) Comments'. It further details: 'Action' defaults to 'Send'; 'Routing' defaults to the Approver from the Requestor's profile; 'Receipts' requires a response if a receipt-generating event has occurred; and 'Comments' allows the Requestor to type in any desired comments. At the bottom, there is a certification statement and 'OK' and 'Cancel' buttons.

The screen is divided into several sections: **Action**, **Routing**, **Receipts**, and **Comments**.

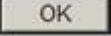

“**Action**” defaults to “Send” when the reimbursement request is initially routed. All other actions are grayed-out.

“**Routing**” defaults to the Approver selected in the Requestor’s profile. The Requestor also has the option of choosing another Approver from the drop-down list.

“**Receipts**” if a receipt generating event has occurred, (i.e. lodging); the Requestor must respond whether or not receipts were obtained. A “Yes” or “No” response must be checked in order to proceed from this screen. If a receipt generating event did not occur, the Receipts section will be grayed-out and the system will indicate that receipts are not required.

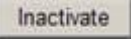
“**Comments**” allows the Requestor to type in any desired comments for the reimbursement request.

TEMS Reference Guide

The Requestor responds to the desired sections above and clicks “” button to submit the reimbursement request to the chosen Approver. The system will generate an e-mail notification to the Approver that a reimbursement request was received and is waiting to be reviewed. “” button does not save any changes and returns the Requestor to the reimbursement request.

Inactivating/Activating Reimbursement Requests

Inactivating a Reimbursement Request

Click on the “” button in the lower left-hand corner of the screen to inactivate a reimbursement request. Only reimbursement requests with a “Saved” status can be inactivated. Reimbursement request owners (Requestors) can inactivate their own reimbursement requests. Preparers may also inactivate reimbursement requests they created for Requestors.

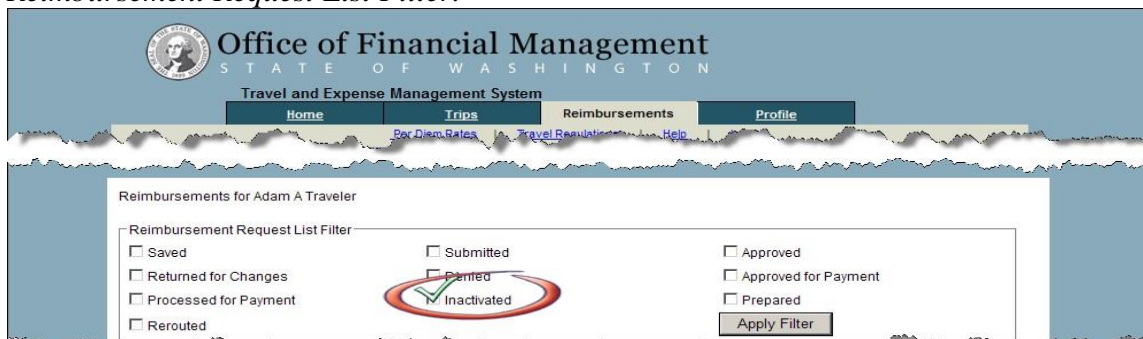


You will receive the following confirmation message.



Click OK to continue.

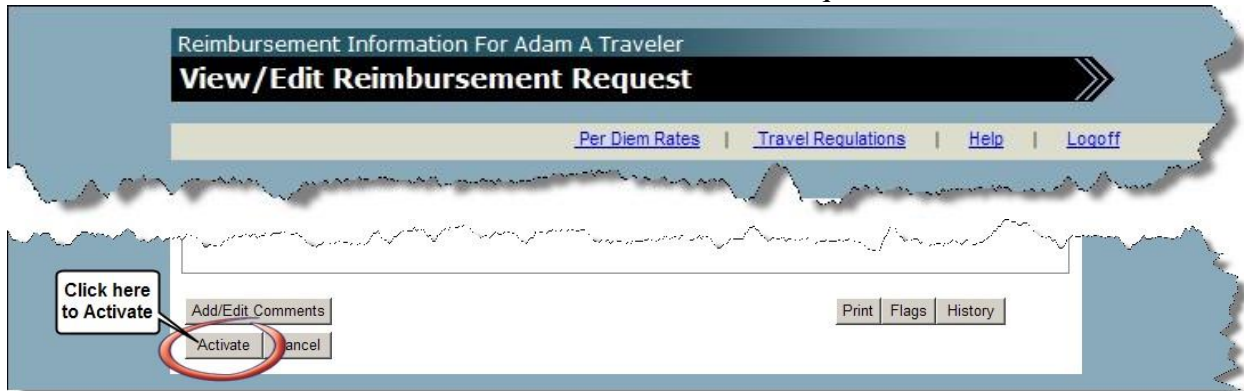
The reimbursement request and any attached trips will be assigned an “Inactivated” status. **Note:** to find the Inactivated Reimbursement Requests use the “Inactivated” status from the Reimbursement Request List Filter.



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Activating a Reimbursement Request

To activate an inactivated reimbursement request, just click on the “Activate” button located in the lower left-hand corner of the View/Edit Reimbursement Request screen.



You will receive the following confirmation message.



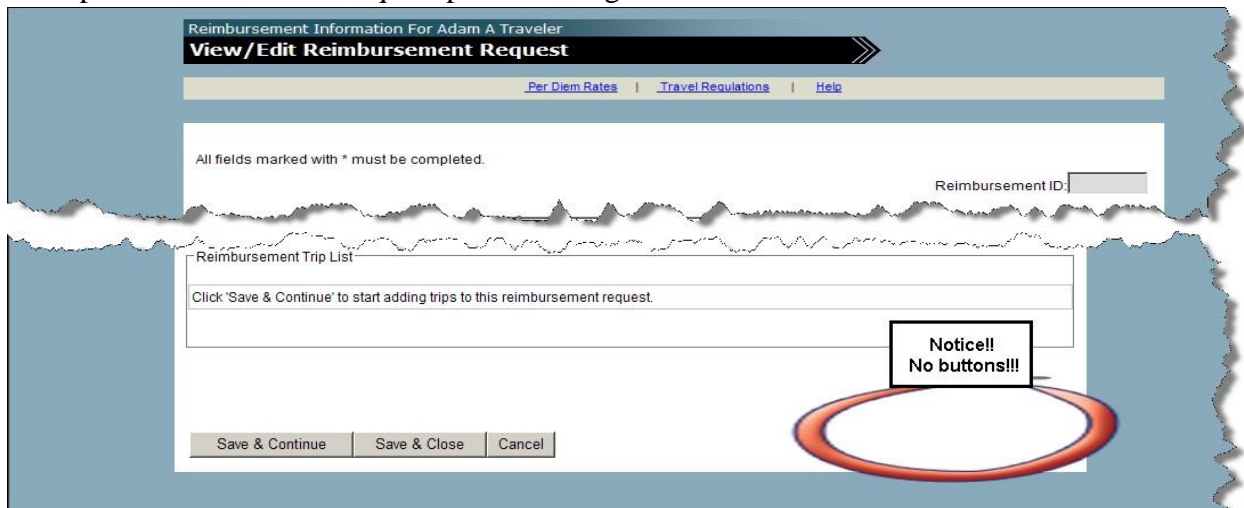
Click OK to continue.

The reimbursement request will be assigned to a “Saved” status.

Printing a Reimbursement Request

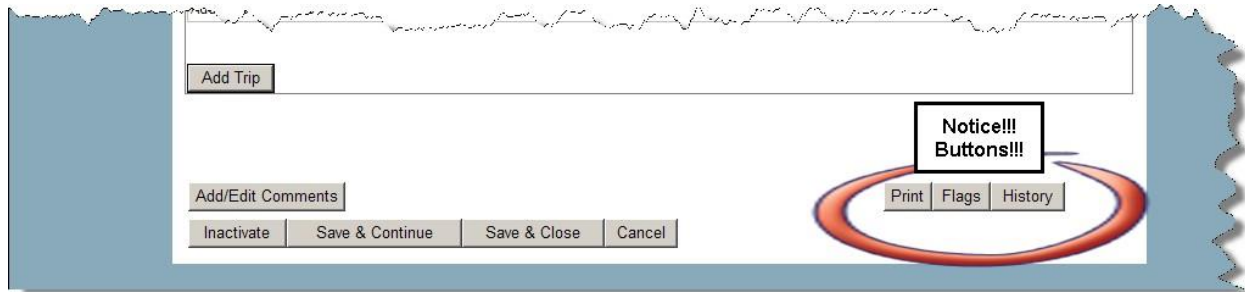
When a reimbursement request is initially saved, the “Print” button will display in the lower right corner.

Example: Reimbursement request prior to being saved.



TEMS Reference Guide

Example: Saved Reimbursement Request.



From this point, a reimbursement request may be printed regardless of its status.

When the **Print** button is clicked, a reimbursement request report will display as shown below.

Office of Financial Management Travel and Expense Management System Reimbursement Request Report Traveler, Adam A 03/25/2008							
<div>Expand All Print Close</div>							
Reimbursement Request Summary	RR Id	Official Station	Official Residence	Description	Routing Status	Amount Requested	Taxable Amount
	1321	Tumwater	Olympia	Again for documentation purposes	Saved	\$0.00	\$0.00
Travel Summary							Travel Advance \$0.00
Reimbursement Totals							
Document Header and Batch Information							
Transaction Detail Information							
History							
Flags							
Reimbursement Request Comments							

The reimbursement request report is displayed in an expandable and collapsible format. By clicking on the desired section's + sign, a user can tailor the report to print only the needed details. Clicking the "Expand All" option in the upper right corner will display all sections of the report. Once the desired sections are displayed, click the "Print" link on the Reimbursement Request Report to print the report.

Click the "Close" button to cancel the print option and return to the previous page.

TEMS Reference Guide

Check-in/Check-out

When a reimbursement request is in-use and is opened by someone else, the system will display a warning message at the top of the screen to the later individual.

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Request

[Per Diem Rates](#)

This reimbursement request is Read Only
All fields marked with * must be completed.

Routing Status: Submitted To (Betty Manager) Reimbursement ID: 892

* Description: history logged 2 times testing

Warning Message: If you open one of your requests that is open by someone else, you will receive this message and won't be able to edit anything.

If the same reimbursement request is opened by two individuals with edit capability then the second individual to open the reimbursement request will receive the following warning message. The message will indicate that the reimbursement request is “read only” and provide the name and phone number of the person who has it open.

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#)

This reimbursement request is Read Only and is in use by Betty Manager, phone 360-664-8825 Ext. 91207.
All fields marked with * must be completed.

Routing Status: Submitted To (Betty Manager) Reimbursement ID: 892

Warning Message: If you are the second individual (with edit capability such as a reviewer or approver) to open the same request you will receive this warning message

Preparer (Prepare Only)

A user (Preparer) who has been delegated authority to prepare trips and reimbursement requests for Requestors will have the “Switch Requestor” link available in the “Tasks” section of the Welcome screen.

Office of Financial Management
STATE OF WASHINGTON

Travel and Expense Management System

Home | **Trips** | Reimbursements | Profile

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Welcome to the Travel and Expense Management System!

TEMS is the replacement to the Travel Voucher System (TVS).
We hope you will find this new system to be of great value in accomplishing your travel and expense management tasks.

System News

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur orci. Nullam risus leo, condimentum et, laoreet non, ornare vel, mauris. Fusce tellus augue, eleifend eget, accumsan eget, eleifend ac, mauris. Quisque augue velit, vehicula et, ornare at, interdum

Tasks

- [Change Your Profile](#)
- [Switch Requestor](#)

Warning Message: Appears only to users given the authority to Prepare for Others

TEMS Reference Guide

The Preparer clicks the “Switch Traveler” link and screen below will display.

The screenshot shows a web interface for the TEMS system. At the top, a message states: "You are currently preparing for Dan L. Preparer: Switch Requestor". Below this is a navigation bar with links: [Per Diem Rates](#), [Travel Regulations](#), [Help](#), and [Logoff](#). The main content area features a form titled "Available Requestors To Prepare For". Inside the form, there is a label "Requestor To Prepare For:" followed by a dropdown menu. The dropdown menu is open, showing a list of names: "Fiscal, Jane", "Manager, Betty", "Manager, Mike", "Preparer, Sue", and "Traveler, Adam A". A callout box with a pointer to the dropdown menu contains the text: "Choose a Requestor to Prepare for from the Drop Down List". At the bottom of the form are two buttons: "OK" and "Cancel".

The Preparer chooses a Requestor to prepare for by selecting the desired name from the dropdown list by highlighting the name and then clicking the “**OK**” button. The system will display the Home Tab of the chosen Requestor.

The screenshot displays the "Home" tab of the TEMS system for a specific Requestor. The page header includes the title "Travel and Expense Management System" and a navigation bar with tabs: "Home", "Trips", "Reimbursements", and "Profile". Below the navigation bar are links: [Per Diem Rates](#), [Travel Regulations](#), [Help](#), and [Logoff](#). The main content area is titled "Welcome to the Travel and Expense Management System!" and includes a sub-header: "TEMS is the replacement to the Travel Voucher System (TVS). We hope you will find this new system to be of great value in accomplishing your duties!". The page is divided into two columns. The left column contains two sections: "System News" and "Agency News", each with placeholder text. The right column is titled "Tasks" and contains a list of links: [Change Your Profile](#), [Create Trip Pre-Approval](#), [Create New Trip](#), [Create Reimbursement Request](#), [Fiscal Suite](#), and [Administrator Suite](#).

The Preparer can now create and/or modify existing trips and reimbursement requests for the Requestor. The Preparer will only be able to send the reimbursement request to the Requestor.

Note: Preparer groups are only given prepare only authorization.

Preparer (Prepare and Submit)

The procedures for a Preparer with prepare and submit authority is the same as a Preparer with prepare only authority with the exception of having the capability to submit the reimbursement request to the Requestor's Approver (default routing option).

TEMS Reference Guide

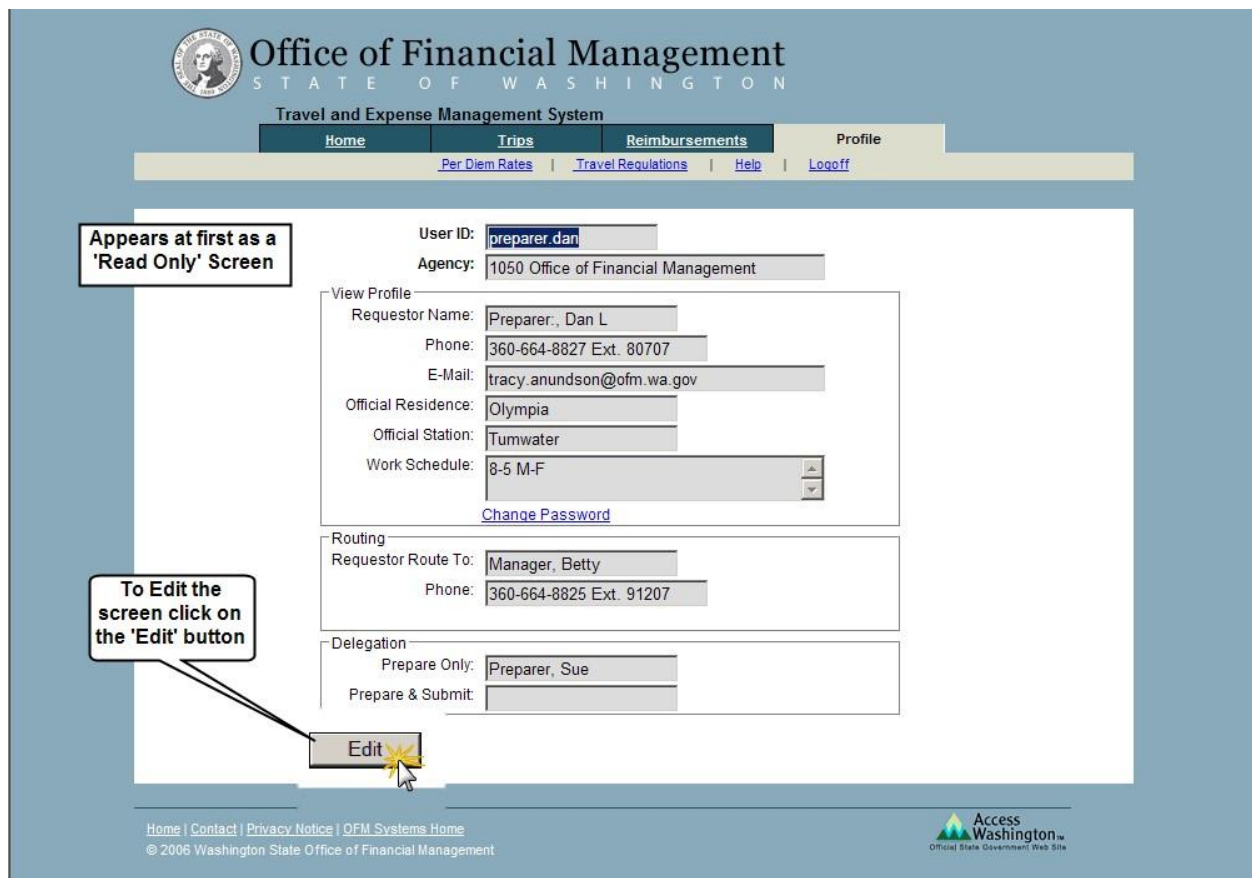
Profile Tab

Profile Information

The Profile contains specific information about the requestor that is helpful or required to process the reimbursement request.



Clicking either the “Change Your Profile” link on the Home tab or the “Profile” tab will display the screen below. The resulting screen displays in “read only” mode. The edit button is used to make modifications to the profile.



TEMS Reference Guide

The profile screen is composed of several sections. The header of the profile displays the User ID and Agency of the requestor. The header is followed by three sections: View Profile, Routing, and Delegation.

Profile Header User ID: Agency:

1 View Profile

Requestor Name:
Phone:
E-Mail:
Official Residence:
Official Station:
Work Schedule:

[Change Password](#)

2 Routing

Requestor Route To:
Phone:

3 Delegation

Prepare Only:
Prepare & Submit:

Profile Screen in 'View' mode

- (1) **View Profile** - displays requestor related information important to the processing of the reimbursement request.
- (2) **Routing** - displays the name and phone number of the default approver who will review the reimbursement request.
- (3) **Delegation** – displays the name of a user (if any) who has been given authorization to prepare (only) or prepare and submit reimbursement requests on the behalf of the requestor. Prepare and submit authorization will be given by the agency administrator

TEMS Reference Guide

Modifying Profile Information

The screen below will appear after clicking the edit button.

All fields marked with * must be completed.

User ID: preparer.dan

Agency: 1050 Office of Financial Management

To edit just tab to the field you want to change and either type in new information or use the drop down lists when they are available

Once you have changed the information to what you want click 'Save' to retain the modifications or 'Cancel' to discard them

Profile Screen in 'Edit' mode

Edit Profile

* First Name: Dan

Middle Initial: L

* Last Name: Preparer

* E-Mail: tracy.anundson@ofm.wa.gov

* Phone Area Code: 360

* Phone Prefix: 664

* Phone Suffix: 8827

Phone Extension: 80707

* Official Residence: Olympia

* Official Station: Tumwater

* Work Schedule: 8-5 M-F

Routing

Requestor Route To: Manager, Betty

Delegation

Prepare Only: Preparer, Sue

Prepare & Submit:

Save Cancel

Prepare & Submit is activated via the Administrative Suite

The values in the profile may now be modified. Field names preceded by an asterisk are required entries. To modify an entry, simply tab into or place the cursor into the field to be modified and key in the value.

In the “Routing” section, a new default approver may be chosen by clicking the drop-down arrow and selecting the desired name.

A new preparer (only) may also be chosen by selecting the name from the drop-down in the “Delegation” section.

Click the “Save” button to retain the modifications or “Cancel” to discard them.

TEMS Reference Guide

Review Tab

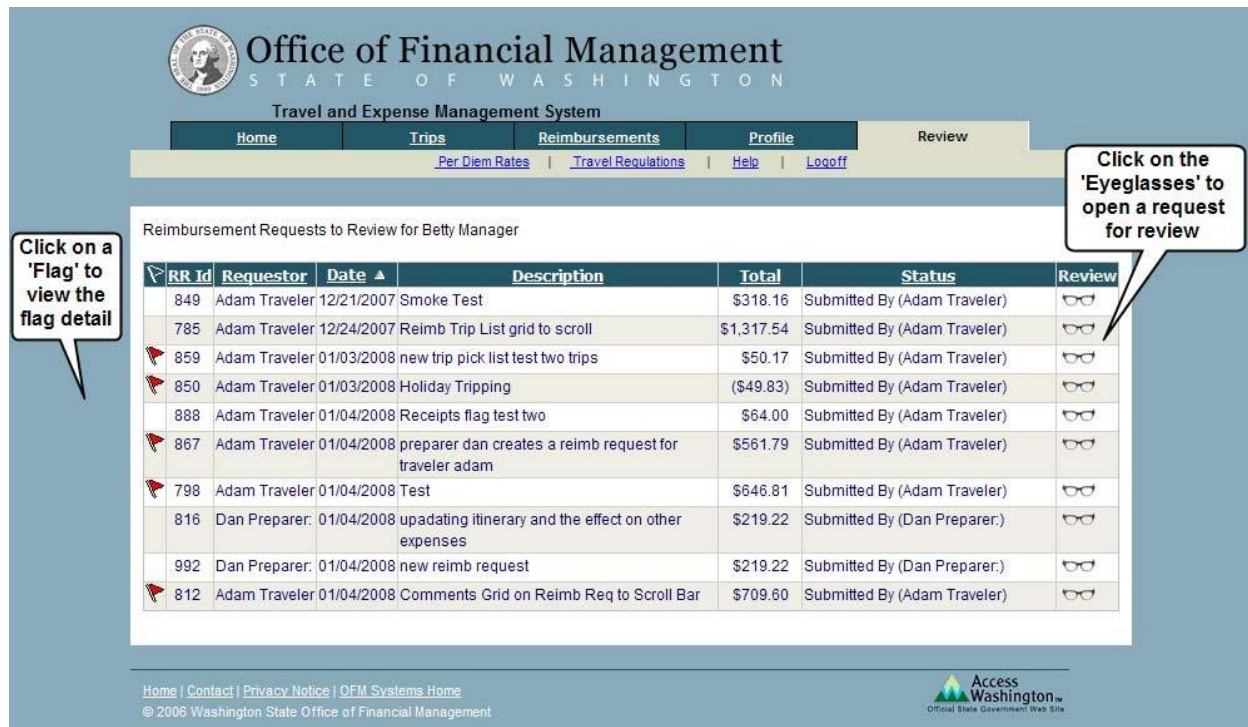
The “Review” Tab is available to users who have the Approver role. It contains reimbursement request submitted to the Approver for review and processing.

Reviewing a Reimbursement Request (Approver)

The “For Review” Tab and “Switch Approver” link are available to users who have the approver role. The “For Review” tab contains reimbursement requests submitted to the Approver for processing. The Switch Approver link is used to review reimbursement requests on the behalf of another Approver.

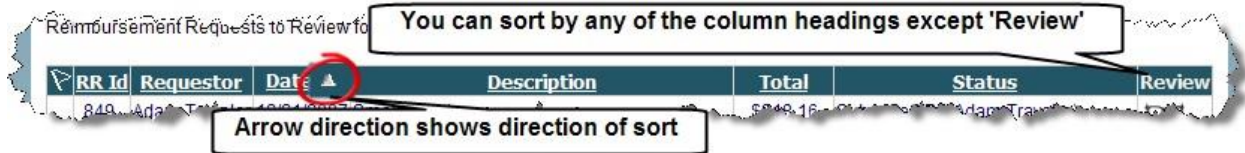


Clicking the “**Review**” tab will open the following screen.




TEMS Reference Guide

This screen displays reimbursement requests submitted to the approver for review from various requestors (if applicable). This list can be sorted by any of the column headings except “Review”.



The default sort order is by the “Date” column. To initiate a different sort, click on the desired column heading, i.e. clicking on “Total” will sort the entire trip list by the “Total” column in ascending order. Clicking “Total” again will reverse the sort to descending order.

Click the “” icon (eyeglasses) of the desired reimbursement request to open it from the list. The view/edit reimbursement request will be displayed as shown below.

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

All fields marked with * must be completed.

Routing Status: Submitted To (Betty Manager) Reimbursement ID: 785

* Description: Reimb Trip List grid to scroll

Profile Information:



Requestor: Adam A Traveler * Work Schedule: M-F 8a-5p

Requestor Phone: 360-664-8823 Ext. 101607 * Official Station: Tumwater

Approver: Betty Manager * Official Residence: Olympia

Approver Phone: 360-664-8825 Ext. 91207

Reimbursement Trip List


Trip Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Edit
1532	11/21/2007 08:00 AM	11/23/2007 05:00 PM	trip to grandmas house	\$100.88	\$298.00	\$7.58	\$406.46	
1547	11/06/2007 08:00 AM	11/11/2007 06:00 PM	retest bug fix more than one itinerary line for the same date	\$308.49	\$552.60	\$49.99	\$911.08	

Reimbursement Request Total:

Mileage Allowance:	\$409.37	Reimbursement Request Total:	\$1,317.54
Per Diem:	\$850.60	Travel Advance:	0.00
In-State:	\$850.60	Reduce Balance to Code:	0.00
Out-of-State:	\$0.00	Reduce Amount Requested:	0.00
Miscellaneous Travel Expense:	\$57.57	Reduce Amount Requested and Balance to Code:	0.00
Reimbursement Request Total:	\$1,317.54	Requested Reimbursement Total:	\$1,317.54

Review General Request information here

Open trip details here

From this screen, the approver can review reimbursement request related details as well access trip details. Trips are accessed by clicking the “” icon of the desired trip within the “Reimbursement Trip List” section of the View/Edit Reimbursement Request screen.

TEMS Reference Guide

Reimbursement Trip List

Trip Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Edit
1632	11/21/2007 08:00 AM	11/23/2007 05:00 PM	trip to grandmas house	\$100.88	\$298.00	\$7.58	\$406.46	
1547	11/06/2007 08:00 AM	11/11/2007 06:00 PM	retest bug fix more than one itinerary line for the same date	\$308.49	\$552.60	\$49.99	\$911.08	

The selected trip will open as shown below. Various components of the trip can be accessed by clicking the desired icon or button.

Trip Information For Adam A Traveler
View/Edit Trip

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

All fields marked with * must be completed.

General Trip Information

* Purpose: trip to grandmas house Trip ID: 1632

* Start of Trip

* Date: 11/21/2007

* Time: 8:00 AM

* End of Trip

* Date: 11/23/2007

* Time: 5:00 PM

Trip Itinerary and Mileage

Start Date	Start Time	From Location	To Location	Mileage Allowance	Edit
11/21/2007	8:00 AM	Olympia, WA	Sequim, WA	\$100.88	

Mileage Allowance Total: \$100.88

Per Diem

Date	Location	Meals	Lodging	Lodging Tax	Total	Edit
11/21/2007	Sequim, WA	\$59.00	\$81.00	\$9.00	\$149.00	
11/22/2007	Sequim, WA	\$59.00	\$81.00	\$9.00	\$149.00	

Per Diem Total: \$298.00

Miscellaneous Travel Expenses

Date	Paid To	Paid For	Amount	Edit
11/21/2007	Thriftway	Cranberries and sweet potatoes	\$7.58	

Miscellaneous Travel Expense Total: \$7.58

Trip Total: \$406.46

Buttons: Add/Edit Comments, Cancel, Flags

Callouts:

- Click on a 'Pencil' to open detail line for review and modification
- Click on the 'Add/Edit Comments' button to view or add trip comments

Suggested Review Steps:

1. Review the Flags to assess situations called to your attention by TEMS.

TEMS Reference Guide

2. Review the dates, destinations and purpose of each trip. Was the Requestor expected to be conducting business at the destinations listed on those days for that purpose?
3. Review the full text of the trip purpose.
4. Review the work schedule against the time of travel to determine whether the Requestor is entitled to reimbursement of meals. TEMS does not automatically determine eligibility for meals. State travel regulations can be reviewed at the OFM web site.
5. Review the Requestor's residence and work locations against their destinations to determine whether they are entitled to any lodging reimbursement. State regulations

generally prohibit overnight stays which are less than 50 miles from a residence or work location. TEMS does not automatically determine eligibility for lodging within 50 miles. State travel regulations can be reviewed at the OFM web site.

6. Review the meal and lodging expenses. Consider whether there were any flags listed for this reimbursement request back at the "Review" tab. TEMS will provide standard meal rates for many in-state destinations. Reimbursement requests with unknown destinations and unknown per diem rates will be flagged.
7. Review any IRS taxable amounts. The detail for taxable meals is recorded within the Per Diem box. If you believe the Requestor is incorrect in their identification of taxable meals, you can make the correction and TEMS will document the change within the comments section when sending the reimbursement request. Another alternative is to return the reimbursement request back to the Requestor for changes.
8. Review mileage expenses claimed for use of a privately owned vehicle. Review the mileage claimed for reasonableness. TEMS provides point-to point mileage for many instate destinations as assistance to the Requestor. The Requestor may claim actual odometer mileage. Regulations exist regarding mileage claimed from a work location or a residence. TEMS does not automatically determine whether to use mileage from a work location or a residence. State travel regulations can be reviewed at the OFM web site. If mileage reimbursement rates are in error, Approvers can make the necessary corrections and forward to fiscal for processing or return the reimbursement request back to the Requestor for correction.
9. Review Miscellaneous Travel Expenses. State regulations regarding allowable miscellaneous travel expenses can be reviewed at the OFM web site.
10. Review the Travel Advance amount. TEMS does not automatically keep track of travel advances and remaining balances. Confirm any travel advance amount according to your office procedures.

TEMS Reference Guide

Modifying Trip and Reimbursement Request Data (Approver)

An Approver may modify entries to any of the following fields of a **trip**:

- Mileage Reimbursement Rate

Trip Information For Adam A Traveler
View/Edit Itinerary

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Type in a city:

Mileage Allowance **Mileage**

Click here to Open Mileage Pop-up and change mileage reimbursement rate amount

- Breakfast Amount
- Lunch Amount
- Dinner Amount
- Taxable Meal Designation
- Lodging
- Lodging Tax
- Lodging Exceptions

Trip Information For Adam A Traveler
View/Edit Per Diem

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Per Diem for Sequim, WA - 11/21/2007

Meal Entitlement

		Claimed Amount	Subject to Payroll Taxes	Taxable Amount
1 Breakfast	<input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Provided	15.00	<input type="checkbox"/> Subject to Tax	0.00
2 Lunch	<input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Provided	18.00	<input type="checkbox"/> Subject to Tax	0.00
3 Dinner	<input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Provided	26.00	<input type="checkbox"/> Subject to Tax	0.00
Meal Total		\$59.00	Tax Total	\$0.00

Lodging

5 Lodging	<input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Provided	81.00	Standard Rate for Sequim, WA is 88.00 Lodging Receipt is Required.	
6 Lodging Tax		9.00	Click if Lodging Cost Exceeds Standard Rate	
Lodging Total		\$90.00	<input checked="" type="button" value="101-150%"/> <input type="button" value="Over 150%"/>	

Per Diem Total

Memo

Fields on the screen available for modification . . .
Meal Amounts:
(1) Breakfast
(2) Lunch
(3) Dinner
(4) Taxable Meal Designation
(5) Lodging Amount
(6) Lodging Tax Amount Lodging Exception

TEMS Reference Guide

An Approver may also modify entries to any of the following fields of a **reimbursement request**:

- Travel Advance
- Reduce Amount Requested

Reimbursement Information For Adam A Traveler
View/Edit Reimbursement Request

Reimbursement Request Information

Mileage Allowance:	\$1,549.04	Reimbursement Request Total:	\$1,934.02
Per Diem:	\$333.00	A Travel Advance:	1372.23
In-State:	\$333.00	Reduce Balance to Code:	0.00
Out-of-State:	\$0.00	B Reduce Amount Requested:	0.00
Taxable (meals):	\$0.00	Reduce Amount Requested and Balance to Code:	0.00
Miscellaneous Travel Expense:	\$51.98		
Reimbursement Request Total:	\$1,934.02	Requested Reimbursement Total:	\$561.79
Coded Amount:	\$0.00	Balance to Code:	\$1934.02

Approvers may also adjust:
(A) Travel Advance Amount
(B) Reduce Amount Requested

Transaction Detail Information

[Copy Selected Row](#)

TC	Account	AI	MI	PI	SO	SSO
----	---------	----	----	----	----	-----

Add/Edit Comments

Print | Flags | History

Save & Continue | Save & Close | Cancel

Send

Once the reimbursement request has been reviewed, the Approver may submit it by clicking the “Send” button. This opens the “Process Reimbursement Request” screen.

TEMS Reference Guide

Reimbursement Information For Adam A Traveler
Process Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

1 Action

☐ Send
☒ Approve
☐ Deny
☐ Return for Changes

2 Routing

Route To:

3 Receipts

* Receipts are required for this reimbursement request. Have original receipts been obtained?
☐ Yes
☒ No

4 Comments:

Mileage Rate for 05/12/2008 was changed from \$0.505 to \$0.485 by Betty Manager on 06/18/2008 1:14 PM.

From this screen, an Approver can:

- (1) Under Action
Approve
Deny
Return for Changes
- (2) Under Routing
Route to a person in the drop-down list
- (3) Under Receipts
Change the ("yes" to "No") or ("No" to "Yes")
- (4) Add comments if appropriate

If the Approver made changes to the reimbursement request, the system autogenerates entries into the "Comments" field

Approver may also key in additional comments as necessary

I have determined this travel was for business purposes and is authorized for payment.

The **Process Reimbursement Request** screen is divided into several sections: **Action**, **Routing**, **Receipts**, and **Comments**.

“Action” – Of the four options listed the Approver can take action on three:

- **Approve** - the reimbursement request is approved as is or with approver modifications and is ready to be sent to the next processing step, normally fiscal or another possibly another Approver.
- **Deny** - the reimbursement request is not approved and routed back to the Requestor. A reason for the denial should be entered in the “Comments” section. The “Route To” drop-down list is grayed-out and the requestor’s name is automatically selected.
- **Return for Changes** - the reimbursement request requires modifications before the Approver will approve it. An explanation of the necessary changes should be entered in the “Comments” section. The reimbursement request is routed back to the Requestor or another Approver.
- The **Send** option is grayed-out and is not an option to the Approver.

TEMS Reference Guide

“**Routing**” defaults to Fiscal or possibly another Approver based on the selection in the Approver’s profile. The Approver also has the option of choosing another Approver from the drop-down list. The default routing option changes based on the action option chosen.

Action options and their corresponding routing defaults are:

<u>Action</u>	<u>Route To (Default)</u>
Approve	Fiscal or Approver (Another Approver can be chosen from the drop-down list)
Deny	Requestor
Return for Changes	Requestor (Other options can be chosen from the drop-down list)

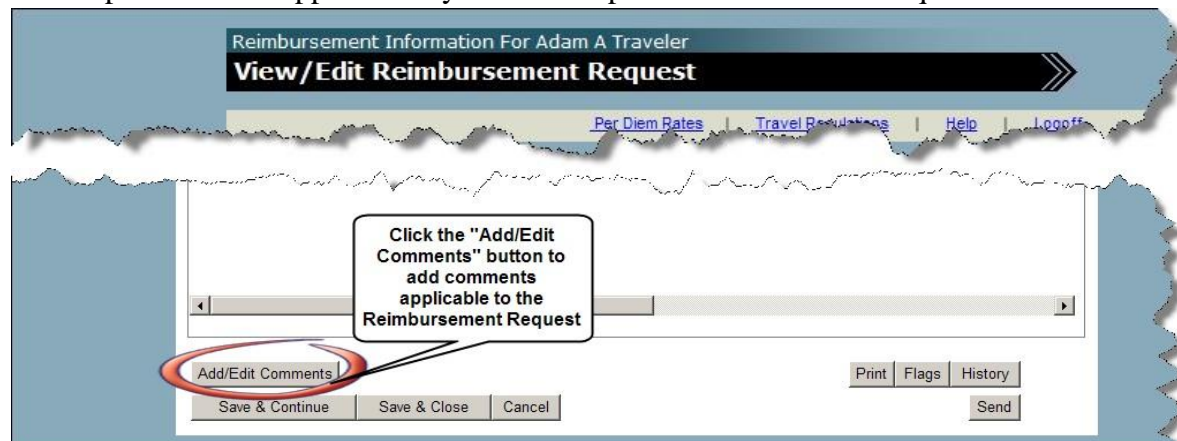
“**Receipts**” defaults to the selection chosen by the requestor. *Note: this field is also available for the approver to adjust.*

“**Comments**” allows the Approver to type in any desired comments for the reimbursement request. Use of the Comments section is highly recommended when the Deny or Return for Changes action options are selected. If an Approver made any changes to the reimbursement request, the system will display them in the Comments screen.

The Approver clicks “**OK**” to route the reimbursement request to Fiscal, an Approver, or another chosen Approver. The system will generate an e-mail notification based on the action option to the Requestor from the Approver (Refer to Appendix A). The body of the e-mail will display system generated entries resulting from changes made by the Approver as well as comments any made by the Approver. “**Cancel**” does not save any changes and returns the Requestor to the reimbursement request being reviewed.

Adding Comments (Approver)

An Approver may view trip and reimbursement request comments made by others during the review process. An Approver may also add trip and reimbursement request comments.



TEMS Reference Guide

Reimbursement Request Comments

Relate to information displayed or contained in the reimbursement request. This might include comments regarding data within the “Profile Information” or “Reimbursement Request Total” sections, or data displayed on the “Flags” and “History” screens of the reimbursement request, or responses to comments previously made by others. Comments made on the “Process Reimbursement Request” screen are also displayed as reimbursement request comments.

Trip Comments

Relate to specific trips attached to the reimbursement request. The desired trip is opened and the comment is made directly to the trip. Trip comments might contain information regarding: itinerary, mileage, per diem (meals/lodging), miscellaneous travel expenses, etc.

Trip Information For Adam A Traveler
View/Edit Trip

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Date	Paid To	Paid For	Amount	Edit
11/21/2007	Sequim, WA		\$9.00	
11/22/2007	Sequim, WA		\$149.00	

Per Diem Total: \$298.00

Miscellaneous Travel Expenses

Date	Paid To	Paid For	Amount	Edit
11/21/2007	Thriftway	Cranberries and sweet potatoes	\$7.58	

Miscellaneous Travel Expense Total: \$7.58

Trip Total: \$406.46

Click on the 'Add/Edit Comments' button to add comments that are trip specific

Add/Edit Comments

Cancel Flags

TEMS Reference Guide

Switch Approver

The switch approver feature allows a primary Approver to delegate another Approver to review and process reimbursement requests on their behalf. The primary Approver chooses the delegated Approver by using the drop-down list of the “Review & Approve” field of the profile. The drop-down list will be populated with names of individuals assigned the role of Approver for the using agency.

Office of Financial Management
STATE OF WASHINGTON

Travel and Expense Management System

Home | Trips | Reimbursements | Profile | Review

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

User ID:
Agency:

View Profile

Requestor Name:
Phone:
E-Mail:
Official Residence:
Official Station:
Work Schedule:

[Change Password](#)

Routing

Requestor Route To:
Phone:
Approver Route To:

Delegation

Prepare Only:
Prepare & Submit:
Review & Approve:

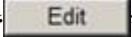
[Edit](#)

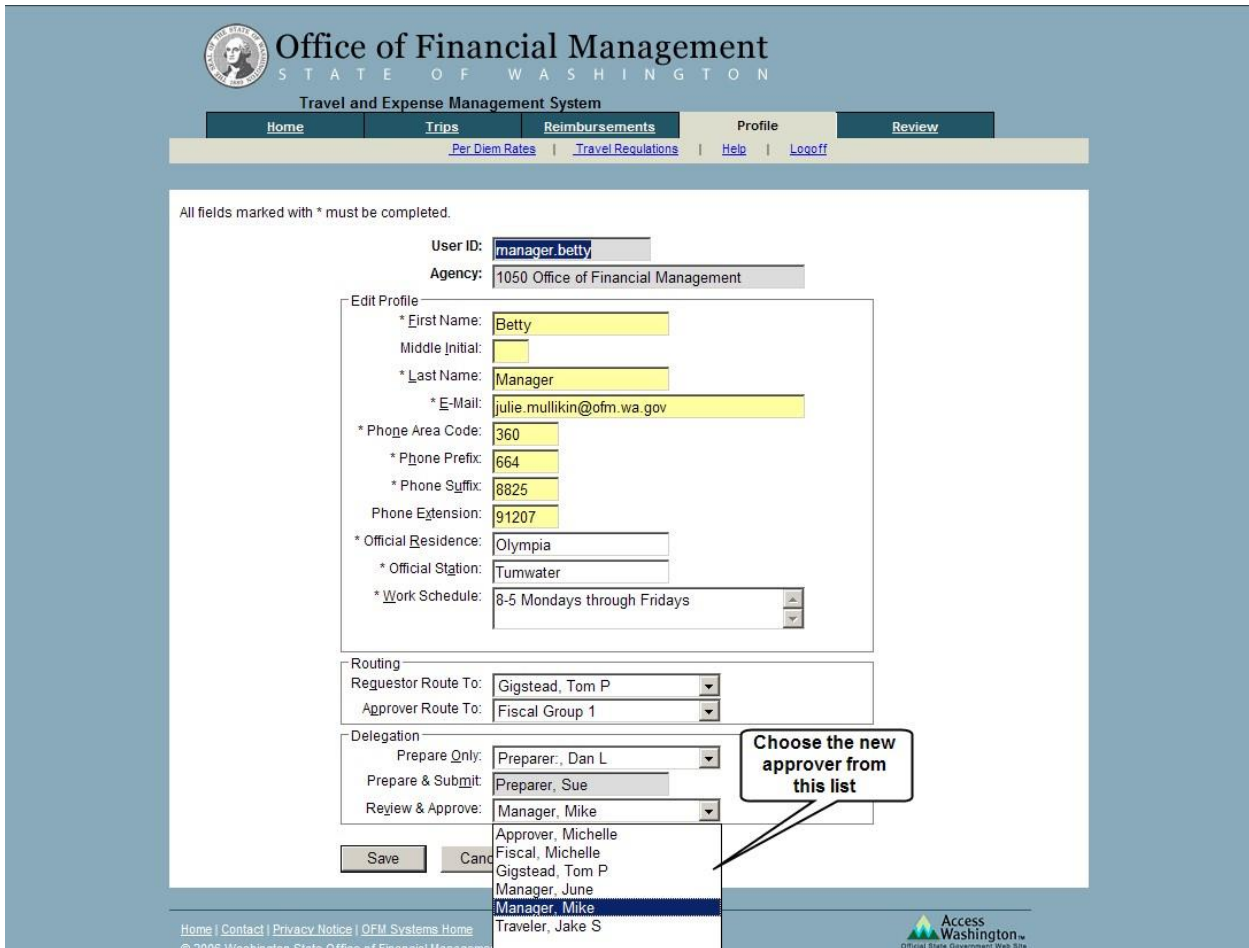
Click on the 'Edit' button to open a new screen where you can modify the information

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TEMS Reference Guide

Clicking the “” button will open the following screen where you can delegate your approving authority.



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Travel and Expense Management System

Home | Trips | Reimbursements | Profile | Review

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

All fields marked with * must be completed.

User ID:

Agency:

Edit Profile

* First Name:

Middle Initial:

* Last Name:

* E-Mail:

* Phone Area Code:

* Phone Prefix:

* Phone Suffix:

Phone Extension:

* Official Residence:

* Official Station:

* Work Schedule:

Routing

Requestor Route To:

Approver Route To:

Delegation

Prepare Only:

Prepare & Submit:

Review & Approve:

Save Cancel

Approver, Michelle
Fiscal, Michelle
Gigstead, Tom P
Manager, June
Manager, Mike
Traveler, Jake S

Choose the new approver from this list

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The “Switch Approver” link will appear in the Tasks section of the Home tab of the delegated approver.



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Travel and Expense Management System

Home | Trips | Reimbursements | Profile | Review

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Welcome to the Travel and Expense Management System!

TEMS is the replacement to the Travel Voucher System (TVS).
We hope you will find this new system to be of great value in accomplishing your duties!

System News

Tasks

[Change Your Profile](#)

[Switch Approver](#)

[Create Trip Profile](#)

Appears only if delegated by another Approver

TEMS Reference Guide

Click the “Switch Approver” link and the screen below will appear.

The screenshot shows a dialog box titled "Switch Approver" with a header "You are currently reviewing for Betty Manager". Below the header is a navigation bar with links: [Per Diem Rates](#), [Travel Regulations](#), [Help](#), and [Logoff](#). The main content area is titled "Available Approvers To Review For" and contains a "Review For Approver:" label followed by a drop-down menu. The drop-down menu is open, showing three options: "Manager, June", "Manager, June", and "Manager, Mike". A callout box points to the drop-down menu with the text "Choose an approver to delegate to from the drop down list". At the bottom of the dialog are "OK" and "Cancel" buttons.

The delegated Approver chooses from the drop-down list which Approver to review for. The drop-down list will be populated with only those Approvers (primary) who have given the delegated Approver authorization to review for them.

Click “**OK**” once a name is selected or “**Cancel**” to go back to the Home screen. If you click “OK” the “Review” tab of the primary Approver will appear.

The screenshot shows the "Review" tab in the TEMS system. The header includes the "Office of Financial Management" logo and the text "STATE OF WASHINGTON". Below the header is a navigation bar with links: [Home](#), [Trips](#), [Reimbursements](#), [Profile](#), and [Review](#). Below the navigation bar is a sub-header "Reimbursement Requests to Review for Mike Manager". The main content area is a table with the following data:

RR Id	Requestor	Date ▲	Description	Total	Status	Review
864	Adam Traveler	11/21/2007	Smoke Test	\$336.16	Submitted By (Adam Traveler)	
927	Jake Traveler	12/11/2007	Smoke Test	\$369.16	Submitted By (Jake Traveler)	
862	Adam Traveler	01/09/2008	Smoke Test	\$336.16	Submitted By (Adam Traveler)	

A callout box points to the "Review" column with the text "Delegated Approver can now review and approve for the primary approver". At the bottom of the page are links: [Home](#), [Contact](#), [Privacy Notice](#), and [OFM Systems Home](#), and the text "© 2006 Washington State Office of Financial Management".

TEMS Reference Guide

Query

The Query feature is used to search for trips and reimbursement requests that have been approved by Fiscal for payment to the accounting system. Trips and reimbursement requests can be displayed on this screen, but no changes can be made to the data.

Approvers can access the query feature through a link located in the Tasks Section of their Home screen.



After clicking on the Query link you will be directed to the following screen.

Query

Home | [Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Search Criteria

Reimbursement Request Data

1 RR ID: 2 Trip ID: 3 Start Date: 4 End Date: 5 Requestor: 6 Official Station: 7 Description: 8 Taxable Meals? ☐

Batch Data

9 Batch Number: 10 Batch Type: 11 Fiscal Month: 12 Biennium:

Vendor/Document Numbers

13 Vendor Number/Suffix: 14 Document Number/Suffix:

Search Clear [Query Help](#)

TEMS Reference Guide

Trips and reimbursement requests can be selected using one or more of the following criteria:

1. RR ID (Reimbursement Request ID)
2. Trip ID
3. Start Date 4. End Date
5. Requestor
6. Official Station
7. Description
8. Taxable Meals
9. Batch Number
10. Batch Type
11. Fiscal Month
12. Biennium
13. Vendor Number/Suffix
14. Document Number/Suffix

Note: Query results can be refined by using more than one selection criteria.

Recommendations for using the above criteria or fields:

RR ID TBD

Trip ID TBD

Start and End Dates

- The query allows you to select a range of dates or a single date.
- Dates must be in the following format: mm/dd/yyyy, where mm=Month, dd=Day, and yyyy=Year (2008).
Delimiters are not necessary (i.e. '/') . Note – Two characters are required for the Month (i.e. 01).
- The Start date must be chronologically before the End Date, or an error message will appear.
- You must enter a valid date.
- If a date is entered into only one of the date fields (start date or end date), the other date field must also be completed or an error message will appear. □ Only dates of July 1, 2006 and after can be used.

Requestor TBD

Official Station

- Type in a portion or all of the location desired. All locations containing the information entered will appear. (Example – typing Oly would result in Olympia appearing).

TEMS Reference Guide

Description

- Type in a portion or all of the description desired. All descriptions containing the information entered will appear. (Example – typing Oct would result in October appearing.

Taxable Meals

- Check the taxable meals box to display trips and reimbursement requests that contain taxable meals.

Note: Remember to uncheck taxable meals to include all trips and reimbursement requests in the query.

Batch Number

- The batch number is a 3 digit numeric field.

Batch Type

- The batch type is a 2 digit alphanumeric field with no special characters allowed. Those characters not allowed are – !@#\$%&*.

Fiscal Month

- Fiscal month is a 2 digit numeric field. Valid numbers are 01 – 25 or 99.

Biennium

- The biennium field must be 4 digits and odd numbered years (for example. 2007).

Vendor Number/Suffix

- The vendor number is a 10 digit alphanumeric field, suffix is two digits. No special characters are allowed.

Document Number/Suffix

- The document number is an 8 digit alphanumeric field. Alpha characters will display uppercase. Spaces, dashes, back slashes are allowed. Entry in this field must be identical to the reimbursement request information to achieve successful results.

TEMS Reference Guide

Viewing Your Query Results:

Once the criteria have been selected, press the Search button. The results will be displayed on the bottom of the **Query Screen**.

The screenshot shows the 'Query' screen with a navigation bar at the top containing links: Home, Per Diem Rates, Travel Regulations, Help, and Logoff. Below the navigation bar is the 'Search Criteria' section, which includes three sub-sections: 'Reimbursement Request Data', 'Batch Data', and 'Vendor/Document Numbers'. The 'Reimbursement Request Data' section has fields for RR ID, Trip ID, Start Date, End Date, Requestor, Official Station, Description, and a checkbox for 'Taxable Meals?'. The 'Batch Data' section has fields for Batch Number, Batch Type, Fiscal Month, and Biennium (which is circled in red and has a callout bubble pointing to it). The 'Vendor/Document Numbers' section has fields for Vendor Number/Suffix and Document Number/Suffix. Below these sections are buttons for 'Search', 'Clear', and a link for 'Query Help'. A callout bubble from the 'Search' button points to the 'Search Results' table. The 'Search Results' table has columns: RR Id, Batch Nbr, Type, Bien, FM, Requestor, Description, Last Activity, Total, Tax Total, and View. The table contains four rows of data. A scroll bar is visible at the bottom of the table.

Search Criteria

Reimbursement Request Data

RR ID: Trip ID: Start Date: End Date:

Requestor: Official Station:

Description: Taxable Meals? ☐

Batch Data

Batch Number: Batch Type: Fiscal Month: Biennium:

Vendor/Document Numbers

Vendor Number/Suffix: Document Number/Suffix:

Search Clear Query Help

Search Results

RR Id	Batch Nbr	Type	Bien	FM	Requestor	Description	Last Activity	Total	Tax Total	View
1938	998	DT	2009	22	Origin.Name	Test of name change.	04/02/2009 11:38 AM	\$55.00	\$0.00	
1959	997	DT	2009	22	Origin.Name	Test of Name change for RRs	04/02/2009 01:35 PM	\$35.20	\$0.00	
1948	001	BB	2009	21	Requestor.Bret	test for travel advance 2	03/26/2009 04:51 PM	\$275.00	\$0.00	
1904	999	DT	2009	21	Traveler.Adam	Test for DEMO	04/02/2009 11:08 AM	\$818.10	\$0.00	

You will need to use the scroll bar to far right and then click the folder in the Open column of the desired row to view the trip or reimbursement request.

Click the Clear button to clear the current query.

You can change the sort order by clicking on any column heading.

The default sort order is this screen is by Requestor in descending order.

Selective sorting:

- Clicking Last Activity as a primary sort will result in a chronological display, to the minute, with the oldest trip or reimbursement request listed first. Secondary sorts are not available.

The system will display a “No Data To Display” message in the Search Results Section if the search doesn’t find a match.

TEMS Reference Guide

Viewing Returned Reimbursement Requests

The View Returned Reimbursement Requests link allows Approvers to view reimbursement requests that they “denied” or “returned for changes”.



The “View Returned Reimbursements” screen will appear after clicking the link. This screen will display all active reimbursement requests that the Approver has returned.



Clicking the “Folder” icon in the “View” column of the desired reimbursement request will display the Reimbursement Request Report.

TEMS Reference Guide

Office of Financial Management
Travel and Expense Management System
Reimbursement Request Report
For: Traveler, Adam A
06/16/2008

Reimbursement Request Summary

RR Id	Official Station	Official Residence	Description	Routing Status	Amount
1495	Tumwater	Olympia	new rr to check history	Returned for Changes	

Travel Summary

Reimbursement Totals

Document Header and Batch Information

Transaction Detail Information

History

Reimbursement Request Flags

Reimbursement Request Comments

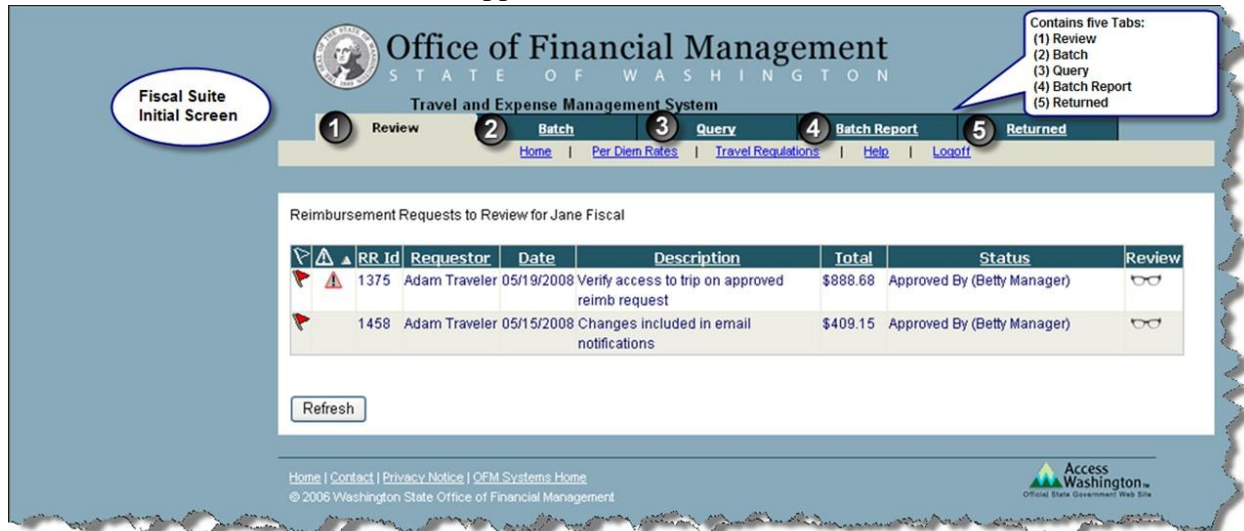
TEMS Reference Guide

Fiscal Suite

The Fiscal Suite is the portion of the application where Fiscal staff review and batch reimbursement requests. This is also the location where the interface with the accounting system occurs. Only users that are assigned a Fiscal role can access the Fiscal Suite. The Task Section of the Home Tab displays the link to the Fiscal Suite. A user simply clicks the link and is directed to the Fiscal Suite.



The initial screen of the Fiscal Suite appears as shown below.



The screen displays five tabs: **Review**, **Batch**, **Query**, **Batch Report**, and **Returned**.

- The **Review** tab is the location where incoming reimbursement requests from Approvers are sent.
- The **Batch** tab contains the reimbursement requests that have been approved in the Review tab and are now ready to batch. A batch is a group of like reimbursement requests grouped by Batch Type, Biennium, and Fiscal Month.

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- The **Query** tab allows you to request, view, print and export information based on fourteen criteria.
- The **Batch Report** tab allows you to request, view, and print details regarding released batches based on Batch Date, Batch Number and Batch Type.
- The **Returned** tab allows fiscal to view active reimbursement requests that it returned.

Review Tab (Fiscal Suite)

The “Review” tab displays reimbursement requests in grid format.

Office of Financial Management
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Travel and Expense Management System

Review | Batch | Query | Batch Report | Returned

[Home](#) | [Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Reimbursement Requests to Review for Jane Fiscal

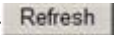
1	2	3	4	5	6	7	8	9
Flags	Priority Reimbursement Requests	RR Id	Requestor	Date	Description	Total	Status	Review
		1458	Adam Traveler	05/15/2008	Changes included in email notifications	\$409.15	Approved By (Betty Manager)	

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The grid is composed of nine columns:

1. **Flags** - displays if the reimbursement request contains trip and/or reimbursement request flags.
2. **Priority Reimbursement Requests** - displays a triangle indicator if the reimbursement request had been previously submitted to Fiscal.
3. **RR Id** – System assigned identification number given to the reimbursement request.
4. **Requestor** - displays the owner of the reimbursement request.
5. **Date** - displays the routing date the reimbursement request was submitted to the Fiscal Group.
6. **Description** - displays the description entered on the reimbursement request.
7. **Total** - displays the “Requested Reimbursement Total” from the reimbursement request.
8. **Status** - displays the routing status of the reimbursement request.
9. **Review** – if you click on the icon when it is “eyeglasses” the reimbursement request will open in edit mode. If you click on the icon when it is a “checked circle” the reimbursement request will open in read only.

The “” button is used to update the Review tab with any new reimbursement requests that may have been submitted during the current session.

TEMS Reference Guide

Reviewing the reimbursement request:

From the Review grid, Fiscal users click on the “” icon on the row of the reimbursement request to be reviewed. The reimbursement request will open as displayed below.

Reimbursement Information For Adam A Traveler

View/Edit Reimbursement Request

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

Routing Status: Reimbursement ID:

* Description:

Profile Information

Requestor:

* Work Schedule:

Requestor Phone:


* Official Station:

Approver:

* Official Residence:

Approver Phone:

Reimbursement Trip List

Trip Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Edit
1534	11/01/2007 10:00 AM	11/02/2007 05:00 PM	Smoke Test	\$50.17	\$171.00	\$0.00	\$221.17	

Reimbursement Request Total

Mileage Allowance:

Per Diem:

In-State:

Out-of-State:

Taxable (meals):

Miscellaneous Travel Expense:

Reimbursement Request Total:

Coded Amount:

Reimbursement Request Total:

Travel Advance:

Reduce Balance to Code:

Reduce Amount Requested:

Reduce Amount Requested and Balance to Code:

Requested Reimbursement Total:

Balance to Code:

Document Header and Batch Information

Bien	FM	BatTyp	Doc date	Document #	Sfx	Vendor #
2009	09		03/25/2008			adamtravel

Transaction Detail Information

[Copy Selected Row](#)

TC	Account	AI	MI	PI	SO	SSO
----	---------	----	----	----	----	-----

Add/Edit Comments

Reimbursement request and trip details may be accessed from this screen.

TEMS Reference Guide

Fiscal has the capability of modifying the following fields during the trip review process:

- Mileage Reimbursement rate ○ Breakfast Amount ○ Lunch Amount ○ Dinner Amount
- Taxable Meal Designation

Fiscal can also modify the following fields of a reimbursement request:

- Travel Advance ○ Reduce Amount Requested ○ Reduce Balance to Code
- Reduce Amount Requested and Balance to Code

Fiscal may also return the reimbursement request to the Requestor for modification.

When modifications (additions, deletions, or changes) are made to reimbursement requests after their initial submission, the system will auto-generate details of the modifications as entries into History. These system generated entries will display what and when the changes occurred as well as who made the changes. This information may be viewed by clicking the History button on the reimbursement request.

Suggested Review Steps:

1. Review the dates, destinations and purpose of each trip. Was the Requestor expected to be conducting business at the destinations listed on those days for that purpose?
2. Review the full text of the trip purpose.
3. Review the work schedule against the time of travel to determine whether the Requestor is entitled to reimbursement of meals. TEMS does not automatically determine eligibility for meals. State travel regulations can be reviewed at the OFM web site.
4. Review the Requestor's residence and work locations against their destination to determine whether they are entitled to any lodging reimbursement. State regulations generally prohibit overnight stays which are less than 50 miles from a residence or work location. TEMS does not automatically determine eligibility for lodging within 50 miles.
5. Review the meal and lodging expenses. TEMS will flag the reimbursement request if meal or lodging rates for known destinations exceed the standard. Reimbursement requests without default per diem rates will be flagged.
6. Review any IRS taxable amounts. The detail for taxable meals is recorded within the Per Diem box. If you believe the Requestor is incorrect in their identification of taxable meals, you can make the correction and TEMS will document the change within the comments section when sending the reimbursement request. Another alternative is to return the reimbursement request back to the Requestor for changes.
7. Review mileage expenses claimed for use of a privately owned vehicle. Review the mileage claimed for reasonableness. TEMS provides point-to point mileage for many in-state destinations as assistance to the Requestor. The Requestor may claim actual

TEMS Reference Guide

odometer mileage. Regulations exist regarding mileage claimed from a work location or a residence. TEMS does not automatically determine whether to use mileage from a work location or a residence. If mileage reimbursement rate is in error, Fiscal Users can make the necessary corrections and continue processing or return the reimbursement request back to the Requestor for correction.

8. Review Miscellaneous Travel Expenses. State regulations regarding allowable miscellaneous travel expenses can be reviewed at the OFM web site.
9. Review the Travel Advance amount. TEMS does not automatically keep track of travel advances and remaining balances. Confirm any travel advance amount according to your office procedures.

Input Account Coding

Reflects the total amount coded to the Account Grid

Bien	FM	BatType	Doc date	Document #	Sfx	Vendor #
2009	09		03/25/2008			adamtravel

TC	Account	AI	MI	PI	SO	SSO

Buttons: Add/Edit Comments, Print, Flags, History, Save & Continue, Save & Close, Cancel, Approve, Deny, Return For Changes

- **Coded Amount** – reflects the total amount entered in the account grid on one or more rows.
- **Balance to Code** – reflects the remaining amount of the Reimbursement Request Total that has not been coded. Balance to Code serves as reconciliation between the coded amount and the Reimbursement Request Total. The Balance to Code must be zero before the Reimbursement Request can be routed to the Batch Tab.
- **Reduce Balance to Code** – reduces the Balance to Code by the amount entered.

TEMS Reference Guide

- **Reduce Amount Requested** – reduces the Requested Reimbursement Total by the amount entered.
- **Reduce Amount Requested and Balance to Code** – reduces **both** the Requested Reimbursement Total and Balance to Code by the amount entered.

Document Header and Batch Information – this grid is only available to the Fiscal Group. The grid is configurable by agency. The field options for the Document Header and Batch Information Section are:

Biennium
Fiscal Month
Batch Type
Document Date
Current Document Number
Current Document Number Suffix
Vendor Number
Vendor Number Suffix
Vendor Message
Due Date

Input values directly into the desired fields. The Tab key or the mouse can be used to navigate within the grid. Use the Enter or Tab key (on the last field of the row) to keep finalize all input.

Transaction Detail Information – this grid is available to the Requestor, Preparer, Approver, as well as the Fiscal Group. The Transaction Detail Information Section like the Document Header and Batch Information Section is also configurable by agency. Detailed account code entries to support the reimbursement request are entered here.

Input values directly into the desired fields. The Tab key or the mouse can be used to navigate within the grid. Use the Enter or Tab key (on the last field of the row) to input data on the active row. This action will generate a new blank row below for additional entries.

Features of the Transaction Detail Information grid:

Sort – The account grid may be sorted ascending or descending by clicking on the desired column heading. The sort cannot be saved and is only available during the current session.

Copy – A single existing row or multiple existing rows can be copied within the grid. To copy a single row, use the row selector to highlight the desired row and click the Copy button. A copy of the desired row will be entered as a new row in the last line of the grid. To copy multiple rows, click on the row selector of the rows to copy and click the Copy button. The keyboard Shift and Ctrl keys may also be used to select a range or specific rows to copy.

Delete – A single existing row or multiple existing rows may be deleted within the grid. To delete a single row, use the row selector to highlight the desired row and click the keyboard Delete button. A confirmation message will appear asking for verification of the deletion. “OK” continues the deletion and “Cancel” does not. To delete multiple rows, click on the row selector of the rows to delete and click the keyboard Delete button.

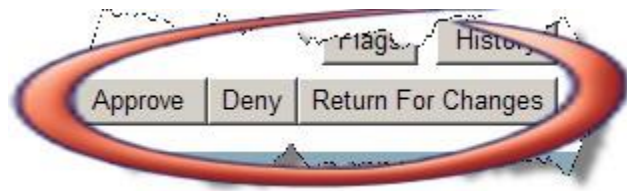
TEMS Reference Guide

The same confirmation as mentioned above will appear. The keyboard Shift and Ctrl keys may also be used to select a range or specific rows to delete.

The Fiscal review will end in one of three ways. The request may be

- approved in which case it is routed to batches pending;
- denied in which case it is returned to the requestor/traveler
- returned for changes. If it is returned for changes then the reviewer may select the individual to whom it will be returned from the drop down list provided on the “Process Reimbursement Request” screen

The options are displayed at the bottom right-hand corner of the “View/Edit Reimbursement Request” screen:



- **Approve** - submits to “Batches Pending”
- **Deny** - returns to Requestor
- **Return for Changes** - returns to Requestor (default) or Approver

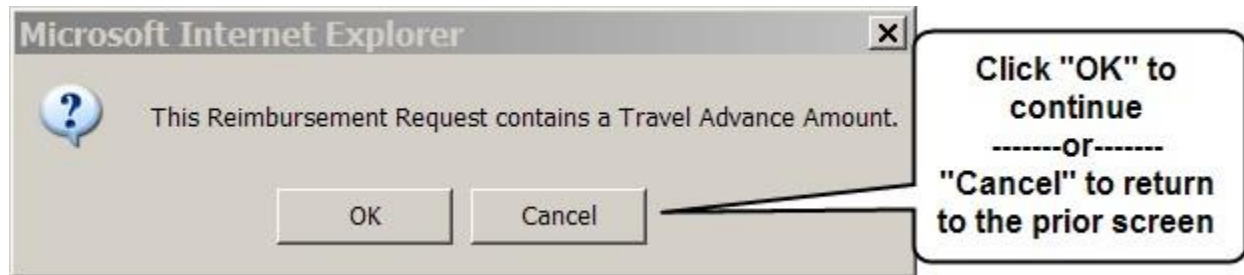
Once the option has been chosen the Process Reimbursement Request screen appears.

Based on the option chosen, the information will be frozen. Your only choices are “OK” to continue or “Cancel” and return to the prior screen. The system will generate an e-mail notification based on the action option to the Requestor from Fiscal (Refer to Appendix A).

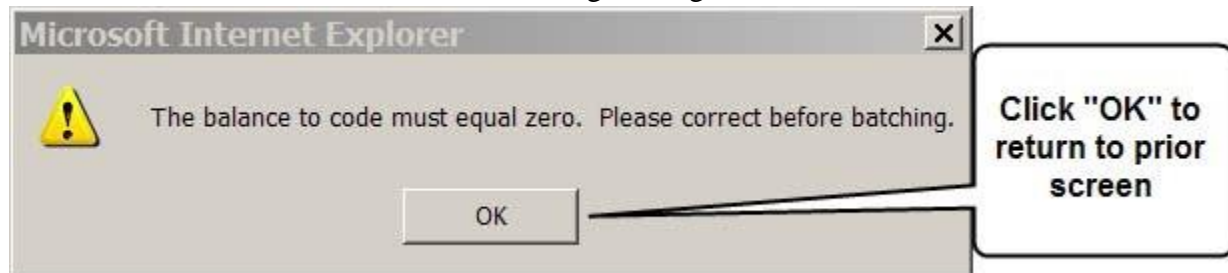
TEMS Reference Guide

The body of the e-mail will display system generated entries resulting from changes made by Fiscal as well as comments any made by Fiscal.

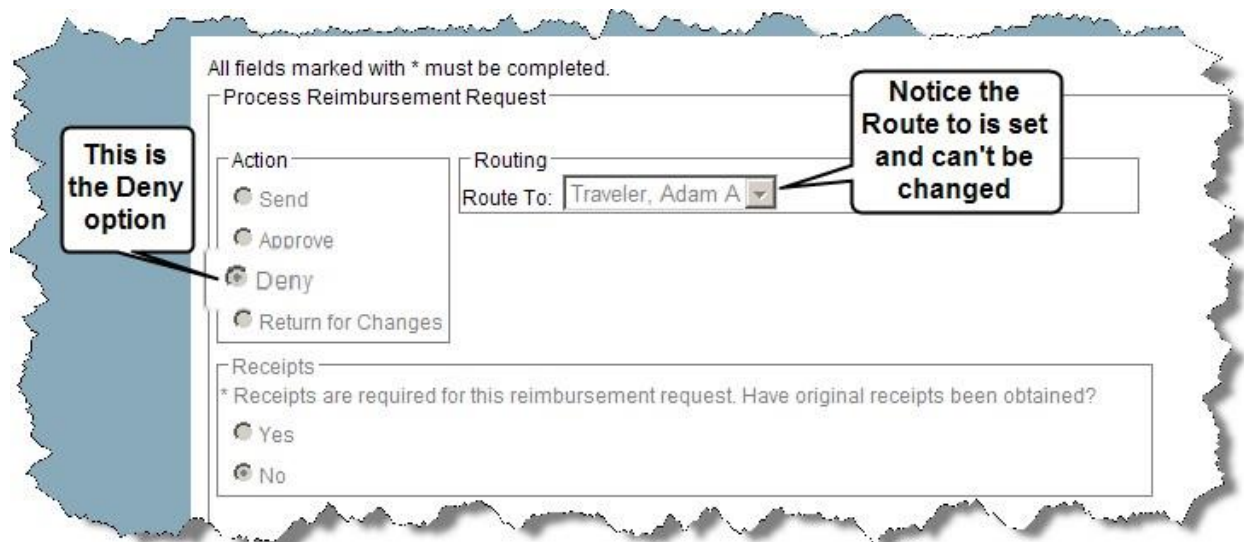
NOTE: If a reimbursement request contains a travel advance balance when you click the Approve button, the system will generate the following warning message.



If the balance to code is not zero, the following message will be returned.



The remaining options are Deny or Return for Changes. The following examples show what these options look like.



Based on the Deny option, the screen above is completed and the information is also frozen. Again, you can click "OK" or "Cancel".

But with the Return for Changes option, a drop down list is available for you to select the individual you want to route the reimbursement request to.

TEMS Reference Guide

All fields marked with * must be completed.

Process Reimbursement Request

Action

☐ Send

☐ Approve

☐ Deny

☒ Return for Changes

Routing

Route To: Traveler, Adam A

Approver, Bret
Fiscal, Bret
Gigstead, Tom P
Manager, Betty
Manager, June
Manager, Mike
Traveler, Jake S
Traveler, Adam A

Receipts

* Receipts are required for this reimbursement. Have the original receipts been obtained?

☐ Yes

☐ No

Notice that on the Return for Changes option a drop down list is available for use in selecting who the request will be returned to

TEMS Reference Guide

Batch Tab

Once approved in the Review tab, reimbursement requests are sent to the grid in the Batch tab.

Use the "Select All" checkbox to select all the requests for batching -----or----- Use the individual checkboxes to select those items for batching. Either way place a check in the checkboxes.

Office of Financial Management
STATE OF WASHINGTON
Travel and Expense Management System

Review Batch Query Batch Report Returned

Home | Per Diem Rates | Travel Regulations | Help | Logoff

Reimbursement Requests to Batch for Jane Fiscal

RR Id	Type	Bien	FM	Requestor	Date	Description	Total	Status	Review
1375	BT	2009	11	Adam Traveler	05/19/2008	Verify access to trip on approved reimb request	\$814.68	Approved for Payment By (Jane Fiscal)	

Batch Refresh

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All or selected reimbursement requests in the Batch tab may be batched. Select the desired reimbursement requests, and then click the Batch button. The application will group like reimbursement requests by “Batch Type”, “Biennium”, and “Fiscal Month”.

The following “Batch Release” screen will appear:

Batch Release For Jane Fiscal
Batch Release

Enter Batch Number here

Per Diem Rates | Travel Regulations | Help | Logoff

Batch No	Batch Date	Batch Type	Biennium	Fiscal Mo	Due Date	# of Requests	Batch Total
	01/10/2008	TV	2009	19	01/10/2008	1	176.37

Cancel Release

Click the 'Release' button to release batch to Accounting System.
Once released a batch can't be recalled.

A Batch Number must be entered for each batch in order to release the batch. Clicking the “Release” button will submit the batch to the accounting system. Once released, batches cannot be recalled.

Note: If a Reimbursement Request within a batch does not “balance to code” at the time of release you will receive the following message “Batch #123: One or more reimbursement requests in the batch has a balance to code.” and the batch with will **NOT** be sent to the accounting system. Please contact the OFM Help Desk at 360-407-9100 so that they can assist you.

TEMS Reference Guide

Query Tab

The Query Tab is used to search for trips and reimbursement requests that have been processed for payment. Trips and reimbursement requests can be displayed on this screen, but no changes can be made to the data.

When a Fiscal user clicks on the Query Tab the following screen is displayed to enter the query criteria.

Travel and Expense Management System
OFFICE OF FINANCIAL MANAGEMENT

Review Batch **Query** Batch Report Returned

[Home](#) | [Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

Search Criteria

Reimbursement Request Data

1 RR ID: 2 Trip ID: 3 Start Date: 4 End Date:

5 Requestor: 6 Official Station:

7 Description: 8 Taxable Meals? ☐

Batch Data

9 Batch Number: 10 Batch Type: 11 Fiscal Month: 12 Biennium:

Vendor/Document Numbers

13 Vendor Number/Suffix: 14 Document Number/Suffix:

[Search](#) [Clear](#) [Query Help](#)

[Home](#) | [Contact](#) | [Privacy Notice](#) | [QFM Systems Home](#)
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Trips and reimbursement requests can be selected using one or more of the following criteria:

1. RR ID (Reimbursement Request ID)
2. Trip ID
3. Start Date 4. End Date
5. Requestor
6. Official Station
7. Description
8. Taxable Meals
9. Batch Number
10. Batch Type
11. Fiscal Month
12. Biennium
13. Vendor Number/Suffix
14. Document Number/Suffix

Note: Query results can be refined by using more than one selection criteria.

TEMS Reference Guide

Recommendations for using the above criteria or fields:

RR ID TBD

Trip ID TBD

Start and End Dates

- The query allows you to select a range of dates or a single date.
- Dates must be in the following format: mm/dd/yyyy, where mm=Month, dd=Day, and yyyy=Year (2008).
Delimiters are not necessary (that is '/'). Note – Two characters are required for the Month (that is 01).
- The Start date must be chronologically before the End Date, or an error message will appear.
- You must enter a valid date.
- If a date is entered into only one of the date fields (start date or end date), the other date field must also be completed or an error message will appear. ☐ Only dates of July 1, 2006 and after can be used.

Requestor TBD

Official Station

- Type in a portion or all of the location desired. All locations containing the information entered will appear. (Example – typing Oly would result in Olympia appearing).

Description

- Type in a portion or all of the description desired. All descriptions containing the information entered will appear. (Example – typing Oct would result in October appearing).

Taxable Meals

- Check the taxable meals box to display trips and reimbursement requests that contain taxable meals.

Note: Remember to uncheck taxable meals to include all trips and reimbursement requests in the query.

Batch Number

- The batch number is a 3 digit numeric field.

TEMS Reference Guide

Batch Type

- The batch type is a 2 digit alphanumeric field with no special characters allowed (that is !@\$%&*).

Fiscal Month

- Fiscal month is a 2 digit numeric field. Valid numbers are 01 – 25 or 99.

Biennium

- The biennium field must be 4 digits and odd numbered years (for example. 2007).

Vendor Number/Suffix

- The vendor number is a 10 digit alphanumeric field, suffix is two digits. No special characters are allowed.

Document Number/Suffix

- The document number is an 8 digit alphanumeric field. Alpha characters will display uppercase. Spaces, dashes, back slashes are allowed. Entry in this field must be identical to the reimbursement request information to achieve successful results.

TEMS Reference Guide

Viewing Your Query Results:

Once the criteria have been selected, press the Search button. The results will be displayed on the bottom of the **Query Screen**.

Travel and Expense Management System
OFFICE OF FINANCIAL MANAGEMENT

Query | [Home](#) | [Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Search Criteria

Reimbursement Request Data

RR ID: Trip ID: Start Date: End Date:
 Requestor: Official Station:
 Description: Taxable Meals? ☐

Batch Data

Batch Number: Batch Type: Fiscal Month: **Biennium: 2009**

Vendor/Document Numbers

Document Number/Suffix:


Search **Clear** [Query Help](#)

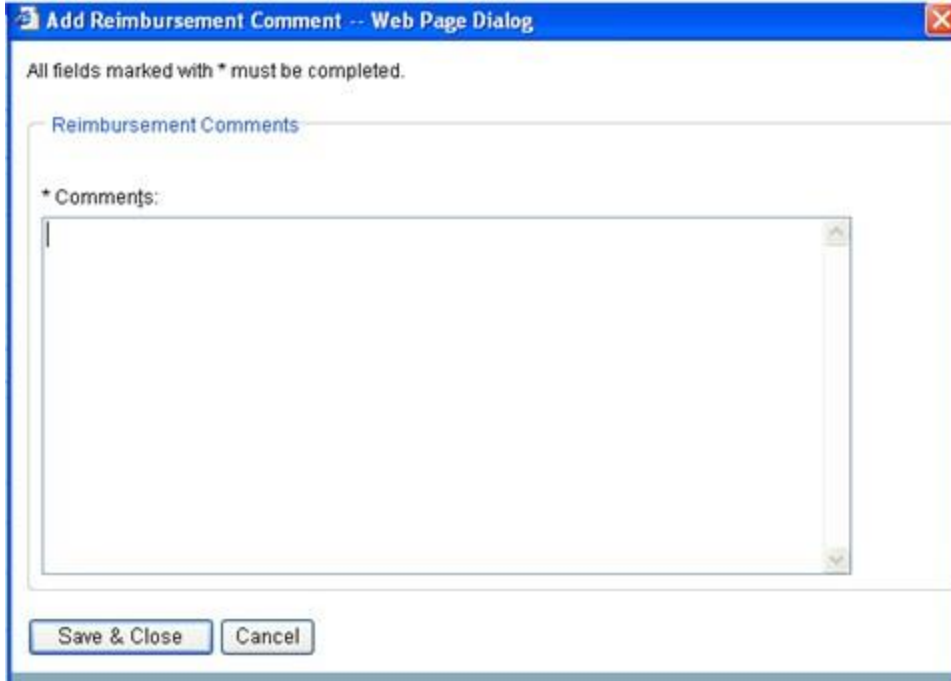
Search Results


Batch Nbr	Type	Bienn	FM	Requestor	Description	Last Activity	Total	Tax Total	View	Comment
	DT	2009	22	Origin.Name	Test of name change.	04/02/2009 11:38 AM	\$55.00	\$0.00		
	DT	2009	22	Origin.Name	Test of Name change for RRs	04/02/2009 01:35 PM	\$35.20	\$0.00		
	BB	2009	21	Requestor.Bret	test for travel advance 2	03/26/2009 04:51 PM	\$275.00	\$0.00		
	DT	2009	21	Traveler.Adam	Test for DEMO	04/02/2009 11:08 AM	\$818.10	\$0.00		

You will need to use the scroll bar to far right and then click the folder in the Open column of the desired row to view the trip or reimbursement request.

TEMS Reference Guide

Click the  icon in the Comment column to open the “Add Reimbursement Comment” window. Comments made in this window display as reimbursements request comments.



Click the Clear button  to clear the current query.

You can change the sort order by clicking on any column heading.

The default sort order is this screen is by Requestor in descending order.

Selective sorting:

- Clicking Last Activity as a primary sort will result in a chronological display, to the minute, with the oldest trip or reimbursement request listed first. Secondary sorts are not available.

The system will display a “No Data to Display” message in the Search Results Section if the search doesn’t find a match.

Batch Report Tab

The Batch Report Tab provides the capability of generating a report of a batch released from TEMS. The Batch Report, which contains both summary and detail information can be used to reconcile the batch released from TEMS to the accounting system.

Fiscal users click on the Batch Report Tab to display the search criteria.

TEMS Reference Guide

Returned Tab

Fiscal can view reimbursement requests it returned via this tab. The “Returned Tab” allows fiscal users to view reimbursement requests that the fiscal group have either “Denied” or “Returned for Changes”. Clicking on the Returned Tab will display the screen below.

Office of Financial Management
STATE OF WASHINGTON

Travel and Expense Management System

[Review](#) | [Batch](#) | [Query](#) | [Batch Report](#) | **Returned**

[Home](#) | [Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logout](#)

Returned Reimbursement Requests to View

RR Id	Requestor	Date	Description	Total	Status	View
1414	Adam Traveler	05/14/2008	E-mail Test	\$165.15	Denied By (Dan Preparer)	
1262	Betty Manager	04/01/2008	checking the vendor num and vendor num suffix in fiscal	\$228.26	Denied By (Jane Fiscal)	

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Clicking the folder icon in the “View” column of the desired reimbursement request will display the Reimbursement Request Report.

Office of Financial Management
Travel and Expense Management System
Reimbursement Request Report
For: Traveler, Adam A
06/16/2008

RR Id	Official Station	Official Residence	Description	Routing Status	Amount
1495	Tumwater	Olympia	new rr to check history	Returned for Changes	

- ☐ **Reimbursement Request Summary**
- ☐ **Travel Summary**
- ☐ **Reimbursement Totals**
- ☐ **Document Header and Batch Information**
- ☐ **Transaction Detail Information**
- ☐ **History**
- ☐ **Reimbursement Request Flags**
- ☐ **Reimbursement Request Comments**

TEMS Reference Guide

Administrator Suite

The Administrator Suite allows Agency Administrators to manage the TEMS application within their respective agencies. Some of the functionality available through the Administrator Suite include: routing reimbursement requests, setting-up new users, inactivating existing users, and managing groups to name a few. Only users who have an Administrator role can access the Administrator Suite.

The screenshot displays the 'Office of Financial Management' website for the 'STATE OF WASHINGTON'. The page is titled 'Travel and Expense Management System'. A navigation bar at the top includes links for 'Home', 'Trips', 'Reimbursements', 'Profile', and 'Review'. Below this, there are links for 'Per Diem Rates', 'Travel Regulations', 'Help', and 'Logoff'. The main content area is titled 'Welcome to the Travel and Expense Management System!'. It is divided into two columns: 'System News' and 'Tasks'. The 'System News' section contains a notice about the Mileage Reimbursement Rate being updated daily to reflect the increase in oil prices, with a link to 'Travel policy'. The 'Agency News' section contains a notice about travel reimbursement requests being processed by the 30th of the month, with a link to 'Accounting Policy'. The 'Tasks' section lists several actions: 'Change Your Profile', 'Create New Trip', 'Create Reimbursement Request', 'Query', 'View Returned Reimbursement Requests', and 'Administrator Suite'. A callout box points to the 'Administrator Suite' link, stating: 'The "Administrator Suite" link is only available to individuals who have the role of Administrator'. The footer includes links for 'Home', 'Contact', 'Privacy Notice', and 'OFM Systems Home', along with the copyright notice '© 2006 Washington State Office of Financial Management' and the 'Access Washington' logo.

Office of Financial Management
STATE OF WASHINGTON

Travel and Expense Management System

[Home](#) | [Trips](#) | [Reimbursements](#) | [Profile](#) | [Review](#)

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Welcome to the Travel and Expense Management System!

System News

The Mileage Reimbursement Rate will be updated daily to reflect the increase in oil prices. Reference [Travel policy](#)

Agency News

All travel reimbursement requests received in the fiscal office by the 15th of the month will be processed for payment by the 30th. Reference [Accounting Policy](#)

Tasks

- [Change Your Profile](#)
- [Create New Trip](#)
- [Create Reimbursement Request](#)
- [Query](#)
- [View Returned Reimbursement Requests](#)
- [Administrator Suite](#)

The "Administrator Suite" link is only available to individuals who have the role of Administrator

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TEMS Reference Guide

Clicking the “Administrator Suite” link will display the “Administrative Tasks” menu.



The Administrative Tasks menu contains the following links:

1. **Route Reimbursement Requests** – Allows rerouting of reimbursement requests from one Approver to another Approver.
2. **Manage Users** – Provides search and edit functionality of existing user records. User passwords may also be reset through this link.
3. **Add Users** – New users are added through this link.
4. **Manage Groups** – Displays a list of existing groups for other processing options, such as adding or removing users from a group.
5. **Add Groups** – New groups are added through this link. TEMS allows the creation of two types of groups: Preparer Groups and Fiscal Groups.
6. **TVS Historical Report** – Travel Voucher System Voucher Reports of any status may be accessed through this link. This feature is only available to Administrators and Fiscal Staff.

TEMS Reference Guide

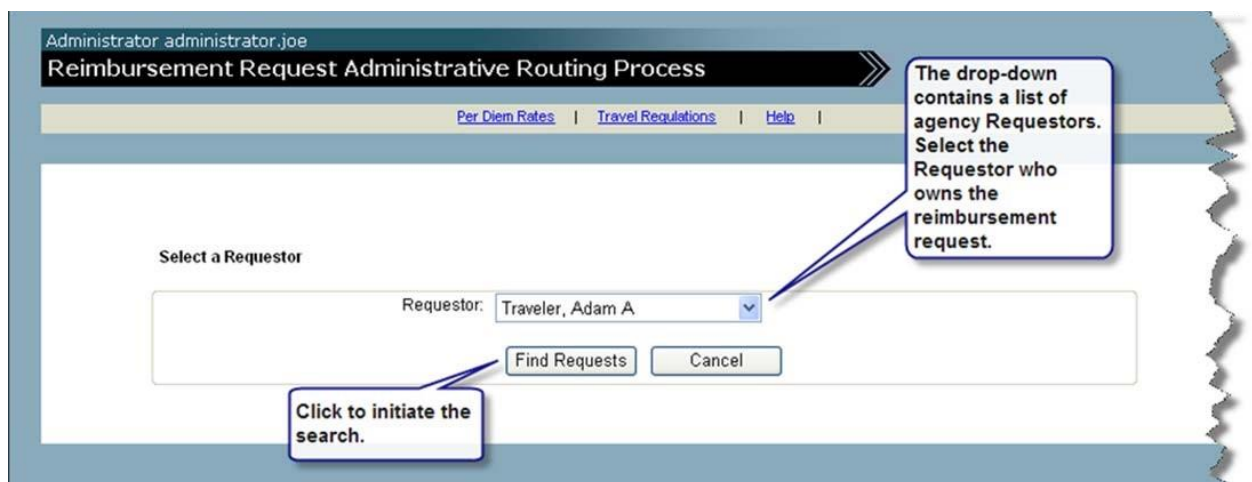
Routing a Reimbursement Request



There may be situations when an Agency Administrator has to route a reimbursement request from one Approver to another, in which case the route function can be used.

From the Administrative Tasks menu, click the “Route Reimbursement Requests” link.

The “Reimbursement Request Administrative Routing Process” screen will appear.



To initiate the route, select the owner (Requestor) of the reimbursement request from the “Requestor” drop-down list and click the “Find Requests” button.

TEMS Reference Guide

If the Requestor has any active reimbursement requests available the following screen will appear, then find the specific reimbursement request to route and click the “Route” button on the appropriate row.

The screenshot shows the 'Route Reimbursement Requests' interface for Adam Z Traveler. At the top, there's a header with 'Administrator' and a title bar 'Route Reimbursement Requests'. Below the header are links for 'Per Diem Rates', 'Travel Regulations', and 'Help'. The main content area is titled 'Reimbursement Requests for Adam Z Traveler'. It contains a table with columns: RR Id, Date, Description, Total, Status, and Route. There are three rows of data. Each row has a 'Route' button. A callout bubble points to one of the 'Route' buttons with the text 'Select the desired "Route Button."'. Below the table is a 'Cancel' button.

RR Id	Date	Description	Total	Status	Route
2754	04/08/2009	Test of Zero Mileage	\$0.00	Approved by (Betty Manager) to (Fiscal Group 1)	Route
2782	04/08/2009	Test of lower case vendor 19025	\$0.00	Approved by (Betty Manager) to (Fiscal Group 1)	Route
2732	03/24/2009	Test of Returned for Changes from Approver	\$405.35	Approved by (Mike Manager) to (Betty Manager)	Route

If no active reimbursement requests are found, the message below is displayed:

The screenshot shows the 'Reimbursement Request Administrative Routing Process' interface for Jack Traveler. At the top, there's a header with 'Administrator administrator.joe' and a title bar 'Reimbursement Request Administrative Routing Process'. Below the header are links for 'Per Diem Rates', 'Travel Regulations', and 'Help'. The main content area is titled 'Reimbursement Requests for Jack Traveler'. It contains a search results box with the text 'Search results.' and 'No Data Found.' below it. A callout bubble points to the search results box with the text 'Search results.'. At the bottom is a 'Cancel' button.

TEMS Reference Guide

If active reimbursement requests are found, the following screen will display after clicking the “Route” button.

Administrator administrator.joe

Reimbursement Request Administrative Routing Process

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

Route the following Reimbursement Request for Adam A Traveler

Reimbursement Request ID: 1146

Date: 05/14/2008

Description: Receipts

Total: \$433.06

Status: Denied By (Betty Manager)

Route To: Manager, Mike

Routing Comments:

Information from reimbursement request.

Comments are required.

Select who to route to.

Send Cancel

Select the approver to route the reimbursement request to using the “Route To” drop-down list. Type in the appropriate comments (comments are required for this process) and click the “Send” button.

Administrator

Route Reimbursement Requests

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

Reimbursement Requests for Adam Z Traveler

RR Id	Date ▼	Description	Total	Status	Route
2754	04/14/2009	Test of Zero Mileage	\$0.00	Rerouted by (Angela Knight) to (Betty Manager)	Route
2782	04/08/2009	Test of lower case vendor 19025	\$0.00	Approved by (Betty Manager) to (Fiscal Group 1)	Route
2732	03/24/2009	Test of Returned for Changes from Approver	\$405.35	Approved by (Mike Manager) to (Betty Manager)	Route

Cancel

[Back to Administrative Tasks](#)

Status updated.

The system will update the status of the reimbursement request on the grid.

TEMS Reference Guide

Manage Users



Managing Existing Users

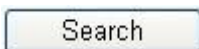
The “Manage Users” link is used for administration of existing users. Clicking the “Manage Users” link will display the “Manage Users” screen. From this screen, Administrators can search for users based on select predetermined criteria. The search results are displayed in a grid format beneath the search criteria.

The grid contents may be sorted by any underscored column heading. User records may be opened or passwords reset from the grid.

Users may search by:

1. User Id - (lastname.firstname.middleinitial)
2. Last Name
3. First Name
4. Status (Required field) - Active, Inactive, or both
5. Role(s) – Requestor, Preparer, Approver, Fiscal, and Administrator

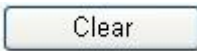
To initiate a search, the user selects and/or keys-in the desired search criteria and clicks the





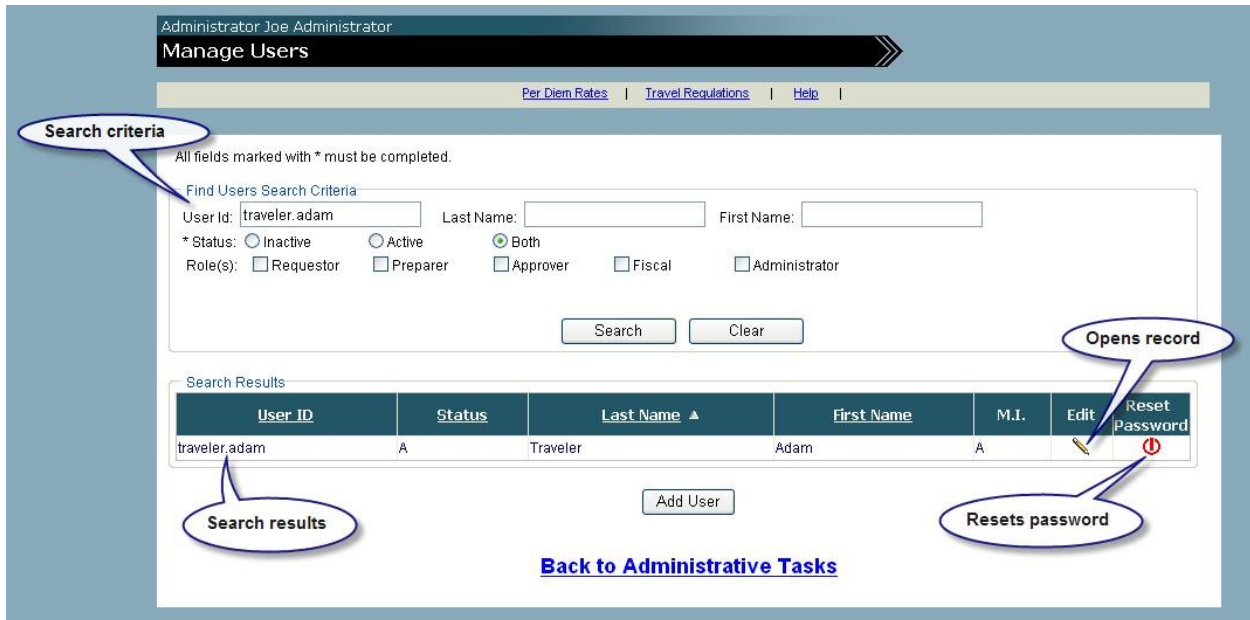
button. The results of the search request will be displayed in the Search Results grid. From the grid, users may sort the results by clicking on any underscored column heading.

Note: Search results can be refined by using more than one search criteria.

TEMS Reference Guide

Clicking the  button clears the search criteria information.

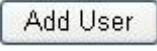
Clicking the  icon will open the existing user record for modification. Clicking the  icon allows the Administrator to reset the user's password directly from the grid (Refer to the “Resetting a Password” on the next page for more details).



The screenshot shows the 'Manage Users' interface. At the top, it says 'Administrator Joe Administrator' and 'Manage Users'. Below this are links for 'Per Diem Rates', 'Travel Regulations', and 'Help'. The main section is titled 'Search criteria' and contains a form with fields for 'User Id' (filled with 'traveler.adam'), 'Last Name', and 'First Name'. There are also radio buttons for 'Status' (Inactive, Active, Both) and checkboxes for 'Role(s)' (Requestor, Preparer, Approver, Fiscal, Administrator). 'Search' and 'Clear' buttons are at the bottom of the form. Below the form is a 'Search Results' table with columns: User ID, Status, Last Name, First Name, M.I., Edit, and Reset Password. The table contains one row for 'traveler.adam' with status 'A' and last name 'Traveler'. Callouts point to the 'Search criteria' section, the 'Search results' table, the 'Add User' button, the 'Edit' icon (pencil), and the 'Reset Password' icon (power button).

User ID	Status	Last Name	First Name	M.I.	Edit	Reset Password
traveler.adam	A	Traveler	Adam	A		

[Back to Administrative Tasks](#)

Clicking the  button opens a blank record to enter a new user. Refer to Add New Users section for more information on this functionality.

Resetting a Password

A user's password can be reset two ways:

1. Through the grid as a result of a “Find Users Search”.
2. Through the “Add/Edit User” screen.

In either case, the system auto-generates a random temporary password and e-mails it to the user at the address contained in the user's profile.

TEMS Reference Guide

Resetting a Password through the “Search Results” grid

After the return of search results, click the  icon in the “Reset Password” column of the desired row.

The system will prompt you with the message below. Click “OK” to continue or “Cancel” to stop the process.



After clicking “OK”, the system will confirm the password has been reset by displaying the following message:



Click “OK” to close the window.

TEMS Reference Guide

Administrator Joe Administrator
Add/Edit User

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

Active
Yes ☒ No ☐ **Update Active status**

Edit Profile

* User ID: traveler.adam
* First Name: Adam
Middle Initial: A
* Last Name: Traveler
* E-Mail: vicki.james@ofm.wa.gov
* Phone Area Code: 360
* Phone Prefix: 664
* Phone Suffix: 7758
Phone Extension: 101607
* Official Residence: Olympia
* Official Station: Tumwater
* Work Schedule: M-F 8a-5p
Vendor Number: Suffix:

Update profile data

Roles

Requester ☒
Preparer ☐
Approver ☐
Fiscal ☐
Agency Admin ☐ **Update roles**

Reset password upon save ☐ **Click to reset password upon save**

[Routing & Delegation](#) [Save & Close](#) [Cancel](#)

Resetting a Password through the User Record

A temporary password is emailed to the Requestor upon completing the

Reset password ☒
upon save

checkbox and performing a save action.

TEMS Reference Guide

Click the [Routing & Delegation](#) button to make modifications to the routing and delegation selections.

Administrator Mike Manager

Add/Edit User Routing & Delegation

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) |

Routing and Delegation for: traveler.adam

Changes to Routing, Delegation, and Groups selections made here

Routing

Requestor Route To: Manager, Betty

Delegation

Prepare Only: Preparer, Dan L

Prepare & Submit: Preparer, Sue

Groups

Fiscal Group 1 ☐

Fiscal Group 2 ☐

Save & Close

Cancel

TEMS Reference Guide

Add New Users



TEMS Reference Guide

Adding New Users

The “Add Users” link is used for adding new users to the system. Clicking the “Add Users” link will display the “Add/Edit User” screen.

Administrator Mike Manager
Add/Edit User

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

Active

Yes ☒ Defaults to "Yes"
No ☐

Edit Profile

* User ID:
* First Name:
Middle Initial:
* Last Name:
* E-Mail:
* Phone Area Code:
* Phone Prefix:
* Phone Suffix:
Phone Extension:
* Official Residence:
* Official Station:
* Work Schedule:
Vendor Number: Suffix:

Roles

Requester ☒
Preparer ☐
Approver ☐
Fiscal ☐
Agency Admin ☐ Make role selections here

Click next to complete remainder of record

Next Cancel

The Add/Edit User screen is composed of the following sections:

Active – Refers to the user’s account status. The options are “Yes” (Active) or “No” (Inactive). “Yes” is default value.

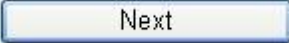
Edit Profile – User specific information is entered here. Fields labeled with an asterisk are required fields and must be completed before the record can be saved

User ID – The standard configuration is Lastname.Firstname.MI

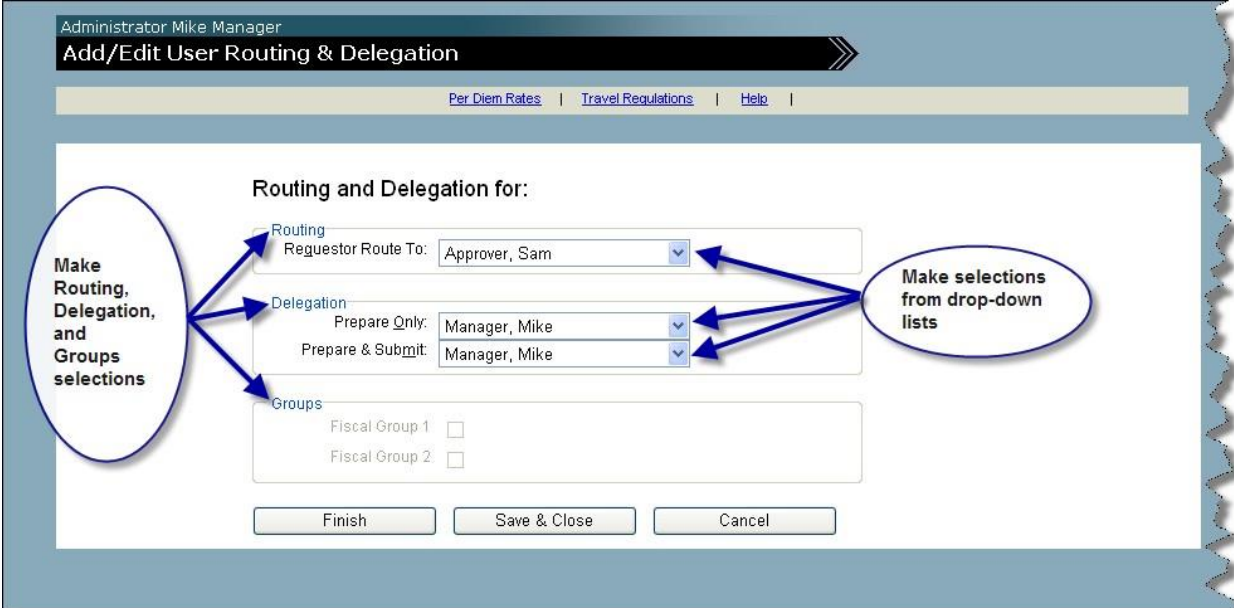
- Last name (30 characters & alpha/numeric)
- First name (30 characters & alpha/numeric)
- MI-Middle Initial (1 alpha character)

TEMS Reference Guide

Roles – Selections are made to specify the roles the user will have in the system. All users have a default role of Requestor.

Once the above sections are completed, click  to display the Add/Edit User Routing & Delegation screen to complete the add user process.

This screen is used to make default routing and delegation selections.

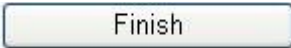


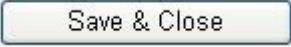
Routing – Default routing destinations for Requestor and Approver (if necessary) roles are selected. Selections made here will carryover to the new user’s profile.

Delegation – Selections are made for “Prepare Only”, “Prepare and Submit”, and “Review and Approve”. Prepare Only or Prepare and Submit delegations authorize the new user to prepare trips and reimbursement requests on the behalf of another user. If the new user is also an Approver, “Review and Approve” delegation allows another Approver to review and approve reimbursement requests on the behalf of the primary Approver.

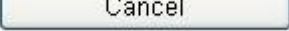
Groups – Specifies what group types (if any) the user will belong to. TEMS has two group types: Preparer Groups and Fiscal Groups.

Once the desired information is entered/selected, the user has three processing options:

Clicking the  button saves the current record and opens a new blank record.

Clicking the  button saves the current record and then returns to the previous screen.

TEMS Reference Guide

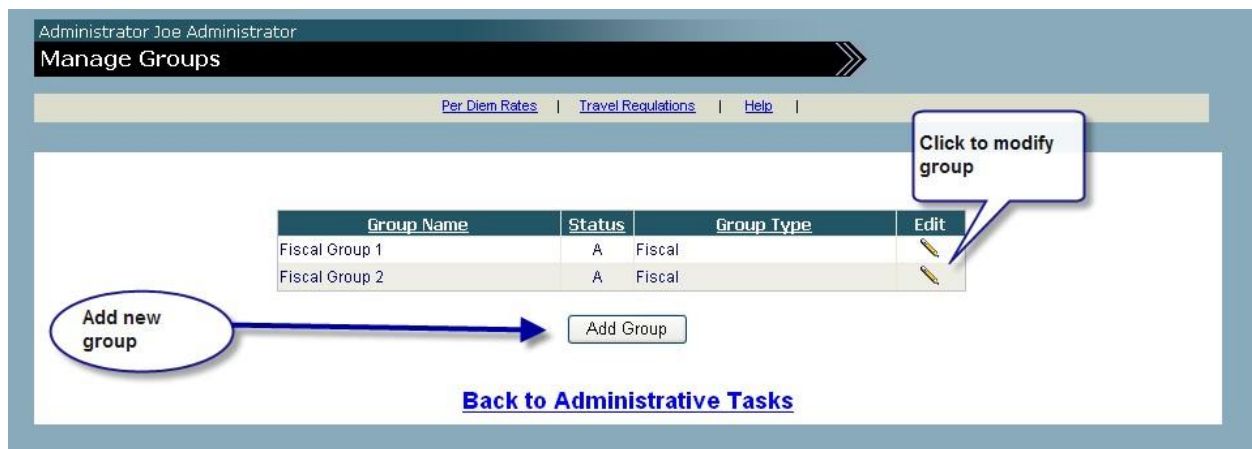
Clicking the  button does not save the current record and then returns to the previous screen.

Manage Groups



Managing Existing Groups

“The Manage Groups” link is used for administration of existing groups. Clicking the Manage Groups link will display the screen below. The Manage Groups screen displays a listing of all groups (active and inactive) within an agency. TEMS uses two types of groups: fiscal and preparer groups. Groups listed on the Manage Groups screen may be sorted by clicking on any of the underlined column headings. Once groups are saved they cannot be deleted, however they can be inactivated.



TEMS Reference Guide

Editing a group

Clicking the Edit icon opens the View/Edit Group screen. From this screen, groups may be edited. The following information may be edited within a group:

- “Active” status
- “Group Name”
- “Group Members” (adding or removing users)

Administrator Joe Administrator
View/Edit Group

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

* Active
Yes ☒ No ☐

General
Agency: 1050
* Group Name: Fiscal Group 1

* Group Type
Fiscal ☒ Preparer ☐

Save & Continue Save & Close Cancel

Group Members

User ID	Remove
fiscal.jane	X
Admin.Laura	X

Add new users Add Users

Remove users

Modify group name

Inactivating a group

A group may be inactivated by changing the “Yes” (default) to “No” in the Active Section

* Active
Yes ☒ No ☐

Group is active

TEMS Reference Guide

To begin the inactivation process, click “No” in the Active section, then Save & Continue or Save & Close. The system will display the below warning message.



Click the “OK” button to confirm the group inactivation or “Cancel” to stop. As the warning indicates, inactivating a group will remove its users from the group.

A screenshot of a form section titled "* Active". It contains two radio buttons: "Yes" and "No". The "No" radio button is selected, indicated by a green dot. A blue arrow points from a callout bubble labeled "Group is inactive" to the "No" radio button.

Changing the group name

The Group Name is a free form input field. To change the Group Name, simply type in the new information into the field.

A screenshot of a form section titled "General". It contains two input fields: "Agency:" with the value "1050" and "* Group Name:" with the value "Fiscal Group 105". A blue arrow points from a callout bubble labeled "Free form input field" to the "Group Name" input field.A screenshot of a form section titled "General". It contains two input fields: "Agency:" with the value "1050" and "* Group Name:" with the value "Fiscal Group 1050". A blue arrow points from a callout bubble labeled "Revised group name" to the "Group Name" input field.

Adding users to a group

A screenshot of a form section titled "Group Members". It contains a table with two columns: "User ID" and "Remove". The "User ID" column has the value "fiscal.jane". The "Remove" column has a red "X" icon. Below the table is a button labeled "Add Users". A blue arrow points from a callout bubble labeled "Click Add Users button" to the "Add Users" button.

TEMS Reference Guide

Clicking the “Add Users” button will display the “Add Members to Group” screen which shows a list of potential group members that can be added to the group.

Administrator Joe Administrator
Add Members to Group

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

Adding Members to: Fiscal Group 1050

Potential Group Members

<input type="checkbox"/> Select All	User ID ▲
<input type="checkbox"/>	manager.mike
<input checked="" type="checkbox"/>	preparer.dan

Click the checkbox(es) for the desired users to add, then click the Add Users button.

Administrator Joe Administrator
View/Edit Group

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

* Active
Yes ☒
No ☐

General
Agency: 1050
* Group Name: Fiscal Group 1050

* Group Type
Fiscal ☒
Preparer ☐

Selected individual added to group

Group Members

User ID	Remove
preparer.dan	<input checked="" type="checkbox"/>
fiscal.jane	<input checked="" type="checkbox"/>

The selected individual(s) will be added to the group.

TEMS Reference Guide

Removing users from a group

Administrator Joe Administrator
View/Edit Group

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

* Active
Yes ☒
No ☐

General
Agency: 1050
* Group Name: Fiscal Group 105

* Group Type
Fiscal ☒
Preparer ☐

Save & Continue Save & Close Cancel

Group Members

User ID	Remove
manager.mike	
fiscal.jane	

Add Users

Click the Remove icon for desired person

Click the “Remove” icon for the desired person to remove. The system will prompt you with the below warning message. Click “OK” to continue with the deletion or “Cancel” stop the deletion.



TEMS Reference Guide

Once the “OK” button is clicked on the warning message, the system will display an updated view of the View/Edit Group screen with the selected members removed. Group members removed from the group will be returned to the “Potential Group Members” list.

Administrator Joe Administrator
View/Edit Group

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) |

All fields marked with * must be completed.

* Active
Yes ☒
No ☐

General
Agency: 1050
* Group Name: Fiscal Group 105

* Group Type
Fiscal ☒
Preparer ☐

Save & Continue Save & Close Cancel

Group Members

User ID	Remove
fiscal.jane	X

Add Users

Group Members section updated

Add Groups

Travel and Expense Management System
OFFICE OF FINANCIAL MANAGEMENT

[Home](#) | [Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) | [Logoff](#)

Administrative Tasks

Agency Administration

- [Route Reimbursement Requests](#)
- [Manage Users](#)
- [Add Users](#)
- [Manage Groups](#)
- [Add Groups](#)
- [TVS Historical Report](#)

TEMS Reference Guide

Adding New Groups

Clicking the “Add Groups” link displays the screen below and is used to add new groups.

Administrator Joe Administrator
View/Edit Group

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#)

All fields marked with * must be completed.

1 * Active
Yes ☒
No ☐

2 General
Agency: 1050
* Group Name:

3 * Group Type
Fiscal ☒
Preparer ☐

Save & Continue Save & Close Cancel

4 Group Members
No Users in Group.

1. Displays group status (defaults to Active)
2. Agency - defaults to home agency (cannot be changed)
Group Name - type in group name
3. Select the desired group type
4. Displays group members (initially blank when setting-up a new group)

The View/Edit Group screen has four sections: Active, General, Group Type, and Group Members.

- Active section displays the group status. When setting-up a new group, this section defaults to “Yes”.
- General section is comprised of the Agency and Group Name fields.

Agency - defaults to the home agency and cannot be changed.

Group Name – free form input field. Type-in desired group name.

- Group Type section allows the selection of the desired group type.
- Group Members section displays the users who are members of the group. This section is initially blank when setting-up a new group until members are added.

After completing the General and Group Type sections, the system provides three processing options to the user: “Save & Continue”, “Save & Close”, and “Cancel”.

TEMS Reference Guide

Selecting **Save & Continue** saves the information in the Active, General, and Group Type sections and generates the “Add Users” button.

The screenshot shows a form with two radio buttons: 'Fiscal' (selected) and 'Preparer'. Below these are three buttons: 'Save & Continue', 'Save & Close', and 'Cancel'. Below the buttons is a section titled 'Group Members' containing a text box that says 'No Users in Group.' and an 'Add Users' button. A blue arrow points from a callout bubble to the 'Add Users' button. The callout bubble contains the text: 'Displays after clicking Save & Continue'.

Clicking the “Add Users” button will generate a list of potential group members that can be selected to add to the group.

The screenshot shows the 'Add Members to Group' screen. At the top, it says 'Administrator Joe Administrator' and 'Add Members to Group'. Below this are links for 'Per Diem Rates', 'Travel Regulations', and 'Help'. The main section is titled 'Adding Members to: Fiscal Group 1050'. It contains a table titled 'Potential Group Members' with a 'Select All' checkbox and a 'User ID' column. The table lists three users: 'fiscal.jane' (checked), 'manager.mike' (unchecked), and 'preparer.dan' (unchecked). Below the table are 'Add Users' and 'Cancel' buttons. A callout bubble points to the 'Add Users' button and contains the text: 'Click the desired checkbox(es) and then click the Add Users button'.

Select All	User ID ▲
<input checked="" type="checkbox"/>	fiscal.jane
<input type="checkbox"/>	manager.mike
<input type="checkbox"/>	preparer.dan

TEMS Reference Guide

The selected individual(s) will be added to the group.

General

Agency: 1050

* Group Name: Fiscal Group 1050

* Group Type

Fiscal ☒

Preparer ☐

Save & Continue Save & Close Cancel

Group Members

User ID ▲	Remove
fiscal.jane	X

Add Users

[Back to Administrative Tasks](#)

Selecting **Save & Close** saves the information in the Active, General, and Group Type sections and displays the Manage Groups screen.

Administrator Joe Administrator

Manage Groups

[Per Diem Rates](#) | [Travel Regulations](#) | [Help](#) |

Group Name	Status	Group Type	Edit
Fiscal Group 1	A	Fiscal	
Fiscal Group 105	A	Fiscal	
Fiscal Group 2	A	Fiscal	
Preparer Group 105	A	Preparer	

Add Group

[Back to Administrative Tasks](#)

Selecting **Cancel** does not save any information and returns to the Manage Groups screen described above.

Note: Preparer groups only have “prepare only” authorization.

TEMS Reference Guide

TVS Historical Report



The TVS Historical Report link is used to access TVS Voucher Reports. This feature is only available to users who have the roles of Administrators or Fiscal. Voucher reports of any status from: "Unsubmitted" to "Processed for Payment" is available.

Conducting a Search

Clicking the TVS Historical Report link will the display the TVS Query screen below.

The screenshot shows the "TVS Query" screen. At the top, it says "Administrator Joe Administrator" and "TVS Query". Below this is a navigation bar with links: [Per Diem Rates](#), [Travel Regulations](#), and [Help](#). The main content area is titled "Search Criteria" and contains three sections: "User/Voucher Data", "Batch Data", and "Vendor/Document Numbers".

User/Voucher Data

Start Date: End Date:
Requestor: Official Station:
Description: Taxable Meals? ☐

Batch Data

Batch Number: Batch Type: Fiscal Month: Biennium:

Vendor/Document Numbers

Vendor Number/Suffix: Document Number/Suffix:

Search Clear [Query Help](#)

TEMS Reference Guide

The use and performance of this feature is still being finalized at this time. Once completed, this section will contain the appropriate details.

TEMS Reference Guide

Glossary

1. **Agency Administrator:** A user that has been granted administrative permission levels for the agency.
2. **Approver:** Someone who is granted authority to approve pre-approval or reimbursement requests for travel and expenses.
3. **Batch Report:** A report that contains batch summary information and the accounting details of travel vouchers sent to AFRS.
4. **Breakfast Rate Amount:** The breakfast portion is 25% of the set daily meals entitlement rounded to the nearest dollar.
5. **Dinner Rate Amount:** The dinner portion is 45% of the set daily meals entitlement rounded to the nearest dollar.
6. **Fiscal User:** A user authorized to review, approve, code and submit a pre-payment or reimbursement request for final processing.
5. **Foreign Travel:** Travel in all areas of the world outside of the United States of America and its possessions. (SAAM Glossary)
6. **In-State Travel:** Travel within the state of Washington. However, with respect to the requirement for prior authorization of out-of-state travel in Subsection 10.10.50, travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state. (SAAM Glossary)
7. **Lodging Rate Amount:** Reimbursable lodging expenses include the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes on that amount.
8. **Lunch Rate Amount:** The lunch portion is 30% of the set daily meals entitlement rounded to the nearest dollar.
9. **Miscellaneous Expenses:** Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:
 - Taxi, shuttle, or limousine fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.
 - Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
 - Rental of room in a hotel or other place which is used to transact official state business. The room rental is reimbursable as a separate item from lodging when authorized by the agency head or authorized designee.
 - Charges for necessary facsimile (fax) services.
 - Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence, when authorized by the agency head or authorized designee.
 - The actual cost of laundry and/or dry cleaning expenses, as evidenced by a receipt, is authorized for travelers in continuous travel status for five (5) or more days in the continental U.S.A. An allowance is already included in the meals and incidental rates for travel outside CONUS (refer to SAAM, Subsection 10.20.10). Use of a coin-operated Laundromat is allowable.

TEMS Reference Guide

If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher (form A20-A) (refer to SAAM, Subsection 10.80.40).

- Mandatory fees charged by lodging facilities for items such as room safes. (SAAM)

- 10. Official Residence:** The city, town, or other location where a state official or employee maintains a residence that is used as their primary domicile. Determinations by the agency head or authorized designee regarding a state official or employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the state official or employee's personnel or other file. (SAAM Glossary)
- 11. Official Station:** The city, town, or other location where the state official or employee's office is located, or the city, town, or location where the state official or employee's work is performed on a permanent basis. For the purposes of these travel regulations, Olympia, Tumwater and Lacey are considered to be the same official station. A state official or employee's official station is to be designated by the agency. It is to be determined by the needs of the agency and not assigned because it is the home or preferred living area of a state official or employee. (SAAM Glossary)
- 12. Out-Of-State Travel:** Travel anywhere outside the boundaries of the state of Washington is to be coded as out-of-state travel. However, with respect to the requirement for prior authorization of out-of-state travel in Subsection 10.10.50, travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state. (SAAM Glossary)
- 13. Per Diem Expenses:** Daily travel costs covering both lodging expenses and subsistence expenses while in travel status. (SAAM Glossary)
- 14. Preparer:** A user that requests pre-approval or reimbursement for travel and expenses on behalf of someone else.
- 15. Reimbursement Request:** A request for payment of actual business expenses incurred.
- 16. Requestor:** A user that requests pre-approval or reimbursement for travel and expenses.
- 17. Privately Owned Vehicle (POV):** A vehicle privately owned, leased, or borrowed by a state driver for which the driver receives or is entitled to receive monetary reimbursement or per diem when the vehicle is used to conduct official state business. The state driver is responsible to maintain vehicle insurance on the POV in compliance with Washington mandatory liability insurance requirements as defined in RCW 46.29 and RCW 46.30. Refer to Subsection 12.40.20 (SAAM Glossary)
- 18. System Administrator:** A user that has been granted all system administrative permission levels for TEMS.
- 19. Travel Status:** The official status of a traveler when the traveler is away from both the official residence and the official station, exclusive of commuting between the traveler's official station and official residence, on state-related business. (SAAM Glossary)
- 20. Trip:** The time from which a person enters travel status to the time the person leaves travel status.

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Appendix A

E-mail Notification

The following e-mail notifications will be sent when a reimbursement request is processed.

Action	Receives Direct E-Mail	Receives CC of E-Mail
Preparer with “Prepare Only” authority completes reimbursement request for Requestor and submits to Requestor.	Requestor	None
Preparer completes reimbursement request with “Prepare and Submit” authority for Requestor and submits to Approver	Approver	Requestor
Requestor completes reimbursement request and submits to Approver	Approver	None
Approver (1) approves reimbursement request prepared by Requestor and sends to Fiscal		Requestor
Approver (1) approves reimbursement request prepared by submitter with “Prepare Only” authority and sends to Fiscal		Requestor
Approver (1) approves reimbursement request prepared by submitter with “Prepare and Submit” authority and sends to Fiscal		Preparer Requestor
Approver (1) denies reimbursement request prepared by Requestor	Requestor	None
Approver (1) denies reimbursement request prepared by submitter with “Prepare Only” authority	Requestor	None
Approver (1) denies reimbursement request prepared by submitter with “Prepare and Submit” authority	Requestor	Preparer
Approver (1) returns a reimbursement request for changes prepared by Requestor	Requestor	None
Approver (1) returns a reimbursement request for changes prepared by submitter with “Prepare and Submit” authority	Requestor	Preparer

TEMS Reference Guide

Approver (2) approves reimbursement request prepared by Requestor and sends to Fiscal		Requestor
Approver (2) approves reimbursement request prepared by submitter with “Prepare Only” authority and sends to Fiscal		Requestor
Approver (2) approves reimbursement request prepared by submitter with “Prepare and submit” authority and sends to Fiscal		Preparer Requestor
Approver (2) denies reimbursement request prepared by Requestor	Requestor	None
Approver (2) denies reimbursement request prepared by submitter with “Prepare Only” authority	Requestor	None
Approver (2) denies reimbursement request prepared by submitter with “Prepare and Submit” authority	Requestor	Preparer
Approver (2) returns a reimbursement request for changes prepared by Requestor	Requestor	None
Approver (2) returns a reimbursement request for changes prepared by submitter with “Prepare Only” authority	Requestor	None
Approver (2) returns a reimbursement request for changes prepared by submitter with “Prepare and Submit” authority	Requestor	Preparer
Approver (2) returns a reimbursement request for changes to Approver (1)	Approver (1)	Requestor
Fiscal approves a reimbursement request prepared by Requestor and received from Approver (1 or 2)	Requestor	None
Fiscal approves a reimbursement request prepared by submitter with “Prepare Only” authority and received from Approver (1 or 2)	Requestor	None
Fiscal approves a reimbursement request prepared by submitter with “Prepare and Submit” authority and received from Approver (1 or 2)	Requestor	Preparer
Fiscal denies a reimbursement request prepared by Requestor and received from Approver (1 or 2)	Requestor	None

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Fiscal denies a reimbursement request prepared by submitter with “Prepare Only” authority and received from Approver (1 or 2)	Requestor	None
Fiscal denies a reimbursement request prepared by submitter with “Prepare and Submit” authority and received from Approver (1 or 2)	Requestor	Preparer
Fiscal returns a reimbursement request for changes prepared by Requestor and received from Approver (1 or 2)	Requestor	None
Fiscal returns a reimbursement request for changes prepared by submitter with “Prepare Only” authorization and received from Approver (1 or 2)	Requestor	None
Fiscal returns a reimbursement request for changes prepared by submitter with “Prepare and Submit” authorization and received from Approver (1 or 2)	Requestor	Preparer
Fiscal processes reimbursement request for payment that was prepared by Requestor	Requestor	None
Fiscal processes reimbursement request for payment that was prepared by submitter with “Prepare Only” authorization	Requestor	None
Fiscal processes reimbursement request for payment that was prepared by submitter with “Prepare and Submit” authorization	Requestor	Preparer

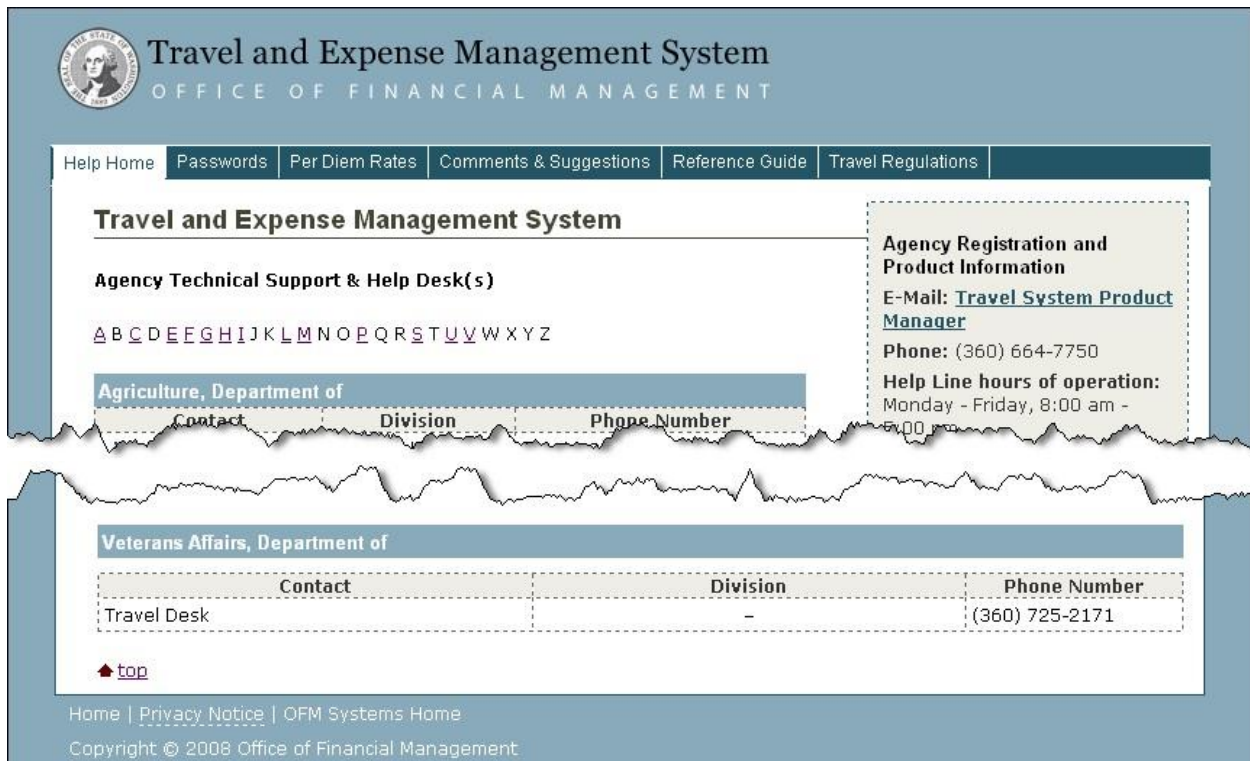
TEMS Reference Guide

Appendix B

System Help



Clicking the Help link will display the Contact List which also serves as the Help Home page.



TEMS provides a two-tier help system. The contact list provides both agency level contacts as well as system assistance through OFM. Agency specific questions, i.e. agency policies are best directed to the agency contact.

TEMS Reference Guide

The Help menu bar is also displays other options.

The **Passwords** Link provides information regarding the process of changing passwords as well as guidelines for password structure.



The **Per Diem Rates** Link provides access to three sub-links:

Washington State Per Diem Map


Washington State City / County Locator

OFM Travel Rates - Out-of-state per diem rates may be obtained from this link via the www.gsa.gov website.



TEMS Reference Guide

The **Comments & Suggestions** Link provides a way for users to submit suggestions and comments concerning the system. These suggestions and comments are submitted directly to the TEMS Product Consultants for review.

**Travel and Expense Management System**
OFFICE OF FINANCIAL MANAGEMENT

Help Home | Passwords | Per Diem Rates | **Comments & Suggestions** | Reference Guide | Travel Regulations

Comments & Suggestions

Please tell us what you think about our website. We welcome any suggestions you may have for future releases of the Travel and Expense Management System (TEMS). Please provide us with your contact information so we will be able to reach you if we have any questions.

Comments

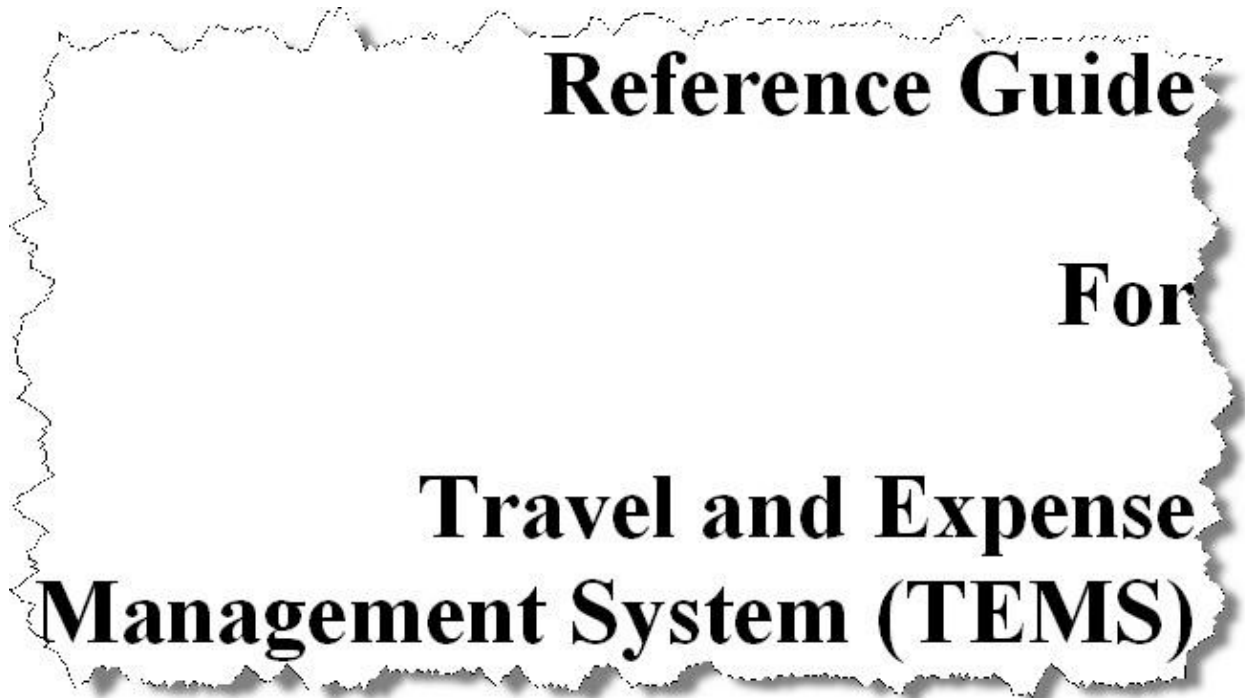
Contact Information

Name	<input type="text"/>
Title	<input type="text"/>
Agency	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
FAX	<input type="text"/>
Email	<input type="text"/>


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TEMS Reference Guide

The **Reference Guide** Link opens the TEMS Reference Guide in PDF Format. The guide may be viewed online or printed.



The **Travel Regulations** Link provides direct access to state-wide travel regulations in the State Administrative and Accounting Manual.

Return to Table of Contents		
Click here to print the entire Chapter 10 (PDF Version)		
	Chapter 10 - Travel	
10.10	Travel Management Requirements and Restrictions	
10.10.05	Who must comply with these policies?	Oct. 1, 2001
10.10.10	Agency responsibilities	Jan. 1, 2004
10.10.15	Responsibility of traveler	July 1, 2006

TEMS Reference Guide

Appendix C

TEMS Reports

The Travel and Expense Management System (TEMS) offers several reports available through the Enterprise Reporting (ER) application under the TEMS Reports Folder in ER reporting portal.

Please contact the **OFM Help Desk** at (360) 407-9100 for more information about these reports or on how to obtain access to ER.

Report Inventory (these are available through ER)

Report No.	Report Name	Report Description
TEM001	Reimbursement Request Details Approval Process Performance Report	Displays the workflow of a reimbursement request from creation to payment.
TEM002	Travel Advance Report	Displays a comparison of travel advance(s) issued to travel expenses claimed.
TEM003	Meal Report for Non-Overnight Trips	Displays meal information associated with nonovernight trips.
TEM004	Privately Owned Vehicle Mileage Report	Displays privately owned vehicle mileage information associated with trips.
TEM005	Out of State Travel Report	Displays information regarding trips with destinations outside of Washington State.
TEM006	Out of Country Travel Report	Displays information regarding trips with destinations outside of the United States.
TEM007	Returned Reimbursement Request Report	Displays information regarding reimbursement requests that have been “returned for changes” or “denied”.
TEM008	Destination Report	Displays trip information for a requested destination(s).
TEM009	Trip ID Report	Displays trip information by requestors with start date and end date.

TEMS Reference Guide

Appendix D

Abbreviations

AFRS

Agency Financial Reporting System

AI

Appropriation Index

BatTyp

Batch Type

Bien

Biennium

Doc Date

Document Date

ER

Enterprise Reporting

FM

Fiscal Month

HTML

Hypertext Markup Language

IRS

Internal Revenue Service

MI

Master Index

Misc

Miscellaneous Travel Expenses

OFM

Office of Financial Management

Org

Organization Index

PI

Program Index

TEMS Reference Guide

Proj

Project

RR ID

Reimbursement Request Identification

SAAM

State Administrative & Accounting Manual

Sfx

Suffix

SO

Subobject

SSO

Sub-subobject

SubPr

Sub Project

TC

Transaction Code

TEMS

Travel and Expense Management System

TVS

Travel Voucher System